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### Missoula VoTech Course Catalog, 1986-1987

Missoula Vo Tech

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**Get  
A  
Firm  
Grip  
On  
Your  
Future.**



# MISSOULA VOCATIONAL TECHNICAL CENTER

**I**s a post secondary vocational technical education facility, the main goals of which are: to prepare people for employment by helping them acquire saleable job skills and to assist with placement. MVTC offers 23 different career choices ranging in length from three to six quarters. Current enrollment is approximately 650 students with an expected accumulative enrollment of over 1,000 during the 1986-87 academic year.

The city of Missoula, home of the Missoula Vocational Technical Center is located in Western Montana and has a metropolitan population of about 70,000. Western Montana is a land of spectacular scenery comprised of sparkling lakes, wooded mountains, and green river valleys offering an abundance of recreational activities year around for outdoor sports enthusiasts.

## MISSOULA VOCATIONAL TECHNICAL CENTER 1986-87 CALENDAR

### SUMMER QUARTER - 1986

Registration for all students - June 27, 1986  
Classes begin - June 30, 1986  
Independence Day - July 4, 1986 (student vacation)  
Late registration ends - July 7, 1986  
Last day to drop first half quarter courses - July 21, 1986  
Last day to drop full quarter length courses - August 4, 1986  
First half quarter courses end - August 5, 1986  
Last day to change periods of same course - August 6, 1986  
Second half quarter courses begin - August 7, 1986  
Last day to officially withdraw from the Center - August 22, 1986  
Last day to drop second half quarter courses - August 27, 1986  
Labor Day - September 1, 1986 (student vacation)  
Final exams - September 11 & 12, 1986  
Classes end - September 12, 1986  
Instructor grading - September 15, 1986 (student vacation)

### FALL QUARTER - 1986

Registration for new students - September 15, 16 & 17, 1986  
Registration for returning students - September 19, 1986  
Classes begin - September 22, 1986  
Late registration ends - September 26, 1986  
Last day to drop first half quarter courses - October 10, 1986  
Professional meetings - October 16 & 17, 1986 (student vacation)  
Last day to drop full quarter length courses - October 28, 1986  
First half quarter courses end - October 30, 1986  
Last day to change periods of same course - October 31, 1986  
Second half quarter courses begin - November 3, 1986  
Veterans Day - November 10, 1986 (student vacation)  
Last day to officially withdraw from the Center - November 20, 1986  
Professional days - November 24, 25, & 26 (student vacation)  
Thanksgiving - November 27 & 28 (student vacation)  
Last day to drop second half quarter courses - December 1, 1986  
Final exams - December 16 & 17, 1986  
Classes end - December 17, 1986  
Instructor grading - December 18, 1986 (student vacation)

### WINTER QUARTER - 1987

Registration for returning students - December 18, 1986  
Registration for new students - December 19, 1986  
Classes begin - January 5, 1987  
Late registration ends - January 9, 1987  
Last day to drop first half quarter courses - January 23, 1987  
Last day to drop full quarter length courses - February 6, 1987  
First half quarter courses end - February 10, 1987  
Last day to change periods of same course - February 11, 1987  
Second half quarter courses begin - February 12, 1987  
Last day to officially withdraw from the Center - March 2, 1987  
Last day to drop second half quarter courses - March 4, 1987  
Final exams - March 19 & 20, 1987  
Classes end - March 20, 1987  
Instructor grading - March 23, 1987 (student vacation)

### SPRING QUARTER - 1987

Registration for new students - March 23, 1987  
Registration for returning students - March 24, 1987  
Classes begin - March 25, 1987  
Good Friday - April 17, 1987 (student vacation)  
Easter Monday - April 20, 1987 (student vacation)  
Late registration ends - March 31, 1987  
Last day to drop first half quarter courses - April 14, 1987  
Last day to drop full quarter length courses - April 30, 1987  
First half quarter courses end - May 4, 1987  
Last day to change periods of same course - May 5, 1987  
Second half quarter courses begin - May 6, 1987  
Last day to officially withdraw from the Center - May 22, 1987  
Last day to drop second half quarter courses - May 27, 1987  
Memorial Day - May 25, 1987 (student vacation)  
Final exams - June 10 & 11, 1987  
Classes end - June 11, 1987  
Commencement - June 12, 1987  
Instructor grading - June 13, 1987 (student vacation)



# PROGRAM ENTRY INFORMATION

UM-COT LIBRARY

PROGRAM	TRAINING TIME	TIME OF NEW STUDENT ENTRY
ACCOUNTING/BOOKKEEPING	4 quarters	Fall, Winter and Spring Quarters
CLERK TYPIST	3 quarters	Fall, Winter and Spring Quarters
COMBINATION WELDING	3 quarters	Fall Quarter
COMPUTER OPERATOR/PROGRAMMER	6 quarters	Fall and Winter Quarters
DATA ENTRY/COMPUTER OPERATOR	4 quarters	Fall and Winter Quarters
DINNER/FIRST COOK**	3 quarters	Fall and Spring Quarters
ELECTRONICS TECHNOLOGY	6 quarters	Fall Quarter
FASHION MERCHANDISING	3 quarters	Fall and Winter Quarters
GENERAL SECRETARY	5 quarters	Fall Quarter
HEAVY EQUIPMENT MECHANIC	3 quarters	Fall and Winter Quarters
HEAVY EQUIPMENT OPERATION	3 quarters	Fall Quarter
INFORMATION PROCESSING	4 quarters	Fall, Winter and Spring Quarters
KITCHEN PRODUCTION MANAGER*	6 quarters	Fall and Spring Quarters
LEGAL SECRETARY (Accounting Emphasis)	6 quarters	Fall Quarter
LEGAL SECRETARY (Shorthand Emphasis)	6 quarters	Fall Quarter
MEDICAL RECEPTIONIST	3 quarters	Fall, Winter and Spring Quarters
MEDICAL SECRETARY	5 quarters	Fall, Winter and Spring Quarters
MEDICAL TRANSCRIPTIONIST	6 quarters	Fall, Winter and Spring Quarters
PRACTICAL NURSING*	4 quarters	Any Quarter
RESPIRATORY THERAPY TECHNOLOGY*	4 quarters	Winter Quarter
RETAIL MERCHANDISING	3 quarters	Fall and Winter Quarters
SMALL ENGINE MECHANIC	3 quarters	Fall Quarter
SURGICAL TECHNOLOGY	3 quarters	Fall Quarter

\*Consecutive quarter attendance in these programs includes summer quarter.

\*\*This program includes summer quarter for those new students enrolling spring quarter.

\*\*\*All other programs are not in operation during summer quarter.

# TABLE OF CONTENTS

Program Entry Information .....	1	Placement.....	14
Academic Progress .....	20	Pretesting .....	7
Accreditation .....	4	Professional Examination.....	22
Admission.....	5	Program Location .....	inside back cover
Application and Acceptance .....	6	Program Transfer .....	21
Application Form.....	68	Refunds .....	11
Attendance.....	17	Repeat Course.....	22
Andit .....	18	Residency Requirements .....	6
Bookstore .....	15	Resource Center.....	14
Campus Map .....	inside back cover	Scholarships .....	13
Calendar 1986-87 .....	inside front cover	Student Accident Insurance .....	64
Challenge Course .....	19	Student Discipline .....	62
Communication with Students .....	63	Student Government.....	61
Completion Certificates .....	21	Student Information Change .....	21
Correspondence .....	7	Student Records .....	16, 61
Counseling and Testing.....	11	Student Rights and Conduct.....	60
Course Descriptions .....	49	Student Sanctions .....	62
Credit Equivalence .....	18	Transfer Course .....	19
Drop-Add .....	21	Tuition.....	8
Educational Mission .....	4	Waiver Course.....	19
Expenses.....	8	Withdrawal.....	19
Faculty.....	65		
Financial Aid.....	11	<b>Programs of Instruction</b>	
Food Service .....	15	Accounting/Bookkeeping.....	23
Foreign Student.....	7	Clerk Typist.....	25
Goals.....	4	Combination Welding .....	26
Grade Point Average .....	20	Computer Operator/Programmer .....	27
Grading.....	18	Data Entry/Computer Operator .....	28
Graduation Requirements .....	21	Dinner/First Cook .....	29
Grievance Procedure.....	63	Electronics Technology .....	30
Health Service.....	15	Fashion Merchandising.....	31
History.....	3	General Secretary .....	32
Housing .....	14	Heavy Equipment Mechanic.....	33
Instructional Day.....	17	Heavy Equipment Operation .....	34
Non-Discrimination .....	5	Information Processing .....	35
Out-Dated Course.....	19	Kitchen Production Manager.....	36
Parking/Vehicle Registration .....	64	Legal Secretary (Accounting) .....	37
Philosophy .....	4	Legal Secretary (Shorthand).....	38
		Medical Receptionist.....	39
		Medical Secretary .....	40
		Medical Transcriptionist.....	42
		Practical Nursing .....	44
		Respiratory Therapy Technology.....	45
		Retail Merchandising.....	46
		Small Engine Mechanic.....	47
		Surgical Technology.....	48

# **MONTANA VOCATIONAL TECHNICAL CENTERS**

## **Billings Vocational Technical Center**

3803 Central Avenue, Billings 59102  
Jeff Dietz, Director Phone: 652-1720

## **Great Falls Vocational Technical Center**

2100 16th Avenue South, Great Falls 59405  
Willard Weaver, Director Phone: 791-2108

## **Butte Vocational Technical Center**

Basin Creek Road, Butte 59701  
Harry Freebourn, Director Phone: 494-2894

## **Helena Vocational Technical Center**

1115 Roberts Street, Helena 59601  
Alex Capdeville, Director Phone: 442-0060

## **Missoula Vocational Technical Center**

909 South Avenue West, Missoula 59801  
Dennis Lerum, Director Phone: 721-1330

This catalog contains information for Missoula Vocational Technical Center only. For information regarding other vocational technical centers call or write directly to that center.

## **NOTICE CONCERNING MATERIALS DESCRIBED IN THIS CATALOG**

Postsecondary center budgets are funded through appropriations from the Montana State Legislature. Without that support, Missoula Vocational Technical Center would be unable to continue its programs. It should be understood, therefore, that not all programs described in this catalog may be available; nor are any representations made that courses or programs available in any given quarter will be continued or maintained in subsequent quarters. While Missoula Vocational Technical Center will make every effort to provide described courses and programs, the final decision as to their availability at Missoula Vocational Technical Center rests with the Office of Public Instruction, and will be determined by available funds and by the needs of the Center.

ALL PROVISIONS WITHIN THIS CATALOG ARE SUBJECT TO CHANGE WITHOUT NOTICE.

## **HISTORY OF MISSOULA VOCATIONAL TECHNICAL CENTER**

History shows that the Missoula Vocational Technical Center started small with the conviction that Montana people deserve a chance at the specialized jobs opening up as the region expands. Deserving a chance meant getting proper training, preferably right in the home territory.

The start of this training had roots in two existing Missoula County High School District programs; part-time classes and a few full-time occupational courses for adults.

The District was established in 1960 by a training program in Practical Nursing, one of the first post secondary, full-time occupational programs in Montana through a high school district. Between 1960 and 1966, federal funding became available for additional full-time programs.

Though these and the practical nursing program were operated by the Missoula County High School district, in those early years they had little formal identity within the district; they did not constitute a school.

In 1966, an MCHS proposal for a state vocational technical school in Missoula went to the State Superintendent of Public Instruction. MCHS trustees, administrators, teachers, students, and a dedicated core of interested businessmen collected facts and developed them into the proposal, presenting to the state the need for a full-time vocational technical facility in Missoula.

Statistics and statements of advocacy for the proposal came from such sources as the State Employment Service, Unemployment Compensation Commission, Superintendent of Public Instruction, the University of Montana Business and Economics Research staff, Montana State Extension Service, Agricultural Education faculty, and Missoula Mineral Human Resources, Inc.

The State accepted the MCHS proposal and, on October 18, 1966, authorized a Missoula Area Vocational Education Center. In 1967, the MCHS Board of Trustees approved the establishment of the center, and Missoula County voters passed a one-time 10-mill levy to raise construction funds, the local amount to be matched by state and federal money.

From 1966 to 1969, Missoula Vocational Technical Center operated by utilizing rented and loaned facilities for classrooms, labs, and shops. The Administration Building opened in 1969. The Trade and Technology Building, located on another site, was constructed in 1971, with an addition being completed in 1976. In 1978, the Health and Business Building was constructed providing much needed space for expansion.

Missoula Vocational Technical Center is one of the five state-designated postsecondary vocational technical centers in Montana. MVTC is administered by the Missoula County High School Board of Trustees and governed by the Superintendent of Public Instruction.

## MISSION

Missoula Vocational Technical Center is to provide instruction and services for and in vocational technical education at the postsecondary and adult levels designed to meet present and emerging local, state, regional, and national occupational needs.

## PHILOSOPHY

Vocational technical education is a major factor in the growth, welfare, and economy of the local, state, regional, and national community. It is unique in that its frame of reference must be in occupational terms and dimensions. It constitutes a significant part of the mainstream of education and assumes a responsible role in preparing people for contributory roles in society.

The needs of the individual, industry, and the community must be considered when providing vocational education opportunities and services. An individual, when equipped with applicable knowledge and skills, will lead a more productive life, enhancing the welfare, growth, and economy of society.

Students, instructors, administrators, and staff at the Center recognize the dignity and worth of the individual and believe that postsecondary education should be available to all who can benefit from it; that the Center should provide for students a period of intensive learning in a stimulating environment, and that vocational technical education should be a rewarding experience that fosters the growth and well-being of all members of the community it serves.

## GOALS

Missoula Vocational Technical Center fulfills its mission in a manner consistent with the stated philosophy by pursuing the following goals:

- To provide educational opportunities in a variety of basic, technical, and applied disciplines;
- To provide trained personnel to help fill employment needs;
- To provide an educational base for continued community economic development;
- To provide extended day and continuing vocational technical education courses and services;
- To assist individuals to complete high school and prepare for postsecondary programs;
- To provide excellence in education through selection and retention of qualified instructors, administrators, and staff;
- To provide occupational and educational guidance services designed to help all students discover aptitudes and abilities to choose and work toward realistic occupational goals;
- To assist students in every way possible to secure positions for which they are qualified;
- To develop and provide special courses to fulfill the expressed occupational needs of business and industry;
- To provide for distribution of public information that identifies the educational opportunities and services available at the Center;
- To provide for appropriate involvement of the Center with the community and community activities.

## ACCREDITATION AND APPROVAL

Missoula Vocational Technical Center was designated a Vocational Technical Center by the Montana Legislative Assembly H.B. 481, effective July 1, 1969, and by the State Board of Education.

The curriculum is approved by the State Superintendent of Public Instruction. Missoula Vocational Technical Center's programs are further approved by the United States Office of Education, Bureau of Indian Affairs, Division of Vocational Rehabilitation, and other agencies and/or associations for specific programs. In addition, programs are approved for veterans.

Missoula Vocational Technical Center is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges. In addition, the Surgical Technology and Respiratory Therapy Technology programs are accredited by the Committee on Allied Health Education.

## STUDENT SERVICES



Kevin LaFlesch — Missoula



Kristine Gleason — Ronan

## ADMISSION

### POLICY OF NONDISCRIMINATION

Missoula Vocational Technical Center is committed to provide all persons an equal opportunity for education, employment, and participation in Center activities as provided by law. It is unlawful:

1. to exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions, or privileges of the institution because of race, creed, religion, sex, marital status, color, age, physical handicap, national origin, or mental handicap, unless based on reasonable grounds;
2. to make or use a written or oral inquiry or form of application for admission that elicits or attempts to elicit information or to make or keep a record concerning the race, color, sex, marital status, age, creed, religion, physical or mental handicap, or national origin of an applicant for admission, except as permitted by regulations of the commission;
3. to print, publish, or cause to be printed or published a catalog or other notice or advertisement indicating a limitation, specification, or discrimination based on the race, color, creed, religion, age, physical or mental handicap, sex, marital status, or national origin or an applicant for admission; or
4. to announce or follow a policy of denial or limitation of education opportunities of a group or its members, through a quota or otherwise, because of race, color, sex, marital status, age, creed, religion, physical or mental handicap, or national origin.

In addition, this facility may not be used in the furtherance of any discriminatory practice, nor become a party to an agreement, or arrangement, or plan which has the effect of sanctioning discriminatory practices.

This policy is in compliance with the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Titles VII And VIII of the Public Health Service Act, the Rehabilitation Act of 1973, and the Montana Human Rights Act.

Students are encouraged to enroll in nontraditional programs.

Please contact Charles Couture, Student Services Supervisor, in the Administration Building (721-1330), if further information is desired regarding Affirmative Action or Equal Opportunity as it relates to students. Students who have handicaps should also contact Charles Couture if special services are needed or if obstacles are encountered at MVTC.

When information is solicited by the Center regarding one or more of the categories listed in this section, the information is used to provide statistical data for state and federal reports and is not personally identifiable. The solicitation of such information is also used for law compliance purposes.

Missoula Vocational Technical Center is an equal opportunity/affirmative action employer. Women and minorities are encouraged to apply.



## APPLICATION QUALIFICATIONS

Applications submitted to Missoula Vocational Technical Center are considered on a first-come, first-served basis. It is important to apply early. Individuals who qualify as residents of Montana shall be given priority in cases of enrollment limitations. All applicants will be considered in accordance to the following guidelines.

**Regular Applicant** — a regular applicant is a Montana resident possessing a high school diploma or its equivalent.

**Special Applicant** — Montana residents 16 years of age or older not possessing a high school diploma or its equivalent are considered for acceptance as special students.

**Nonresident Applicant** — A nonresident applicant is an individual not satisfying Montana residency requirements. Regular and special guidelines for nonresidents are the same as those listed for Montana residents.

## RESIDENCY REQUIREMENTS

A resident means:

- A. One who has been domiciled (means a person's true, fixed, permanent home and place of habitation) in Montana for one (1) year immediately preceding registration at any postsecondary vocational-technical center for any term or session for which resident classification is claimed. Attendance as a full-time student at any center shall not alone be sufficient to qualify for residence in Montana.
- B. Any graduate of a Montana high school who registers at a Montana institution within one year after high school graduation and whose parents, parent, or guardian has resided in Montana at least one (1) full year of the two (2) years immediately preceding his/her graduation from high school. Such classification shall continue for not more than four (4) academic years if the student remains in continuous attendance at an institution.

Missoula Vocational Technical Center's admissions policies are established in accordance with the Montana statute regarding residency.

## APPLICATION

Applications for admissions are available at the Missoula Vocational Technical Center Admissions Office and most high schools in the state.

A one-time \$10 nonrefundable application fee must be submitted with one's initial application (please do not send cash).

Applicants to the Practical Nursing and Respiratory Therapy Technology programs must submit proof of high school graduation or its equivalent before they can be officially accepted for enrollment.

Prior to entry into the clinical portions of the Practical Nursing, Respiratory Therapy Technology and Surgical Technology programs, students must take a test for TB called PPD (Purified Protein Derivative) and give the results to the Health Occupations Department Chairperson at Missoula Vocational Technical Center. In the event the test is positive the student must present a letter written by a physician to the Health Occupations Department Chairperson stating that the student is under the physician's care and that the student can continue in the clinical portion of the training program.

Two (2) months following a student's exit (withdrawal, graduation or discontinued attendance) from the clinical portion of these programs, the student is required to repeat the same TB test to ascertain if the student contracted TB during the clinical phase of instruction. It is the responsibility of the exited student to provide the results of the second test to the Health Occupations Department Chairperson. If the student fails to satisfy this requirement, Missoula Vocational Technical Center assumes no liability.

Programs are filled on a first-come, first-served basis. Preference is given to full-time students in cases of enrollment limitation. Applications are considered for acceptance on the basis of the date the completed application is received by the Admissions Office. Notification of receipt is forwarded on its arrival.

## ACCEPTANCE

Notification of one's acceptance will be sent when application requirements have been completed and an opening in the selected training program exists. Notification of acceptance will include other registration information. Applicants must make arrangements with the MVTC Counseling Office to take the pretest (within ten days following acceptance) for the desired training program. This test is mandatory and the purpose is to diagnose any problems an applicant might have in the areas of Reading and Math; it is not used to screen applicants. If the pretest requirement is not satisfied, the application will be considered inactive.

## **NONIMMIGRANT FOREIGN STUDENTS**

Missoula Vocational Technical Center is authorized under Federal law to enroll nonimmigrant foreign students.

A completed application, accompanied by the \$10 non-refundable application fee, should be sent to the Admissions Office well in advance of the desired quarter of entry to insure that enough time is available to comply with all entrance requirements.

A foreign applicant must submit a certified statement from his or her bank, or other reliable financial institution, or from a U.S. citizen who will accept responsibility for the applicant's financial obligation, to the Admissions office. This statement must certify that the applicant will have adequate funding available to pay for his or her educational expenses during the academic year.

Applicants from non-English speaking countries must give evidence of proficiency in English. Such applicants should arrange to take the Test of English as a Foreign Language (TOEFL). A passing score on the TOEFL is 500. Requests for information on test procedures and registration should be directed to: Test of English as a Foreign Language, PO Box 2877, Princeton, New Jersey 08541. When the applicant arranges to take the test, he or she should request that examination results be sent directly to the Admissions Office, Missoula Vocational Technical Center, 909 South Avenue West, Missoula, Montana 59801.

Upon receipt of the financial statement and evidence of English proficiency (if applicant is from a non-English speaking country) by the Admissions Office Form I-20M-N will be mailed to the applicant. The applicant should carefully read this form.

## **PRETESTING AND THE PREVOCATIONAL PROGRAM**

Pretesting of new students in all programs is required as part of the acceptance procedure. The tests are diagnostic in nature and the test results are used to identify those students who may benefit from the prevocational/remedial instruction program. Participation in this program is voluntary.

## **ORIENTATION**

An orientation session will be held for all new students prior to registration. School rules, regulations, procedures, policies, and supportive services will be explained to students during orientation so it is of utmost importance that students attend this activity.

## **LATE REGISTRATION**

Students may not register after the fifth day of classes.

## **LATE REGISTRATION FEE**

Persons who do not register on the day(s) assigned for initial registration will be charged a late registration fee.

## **CORRESPONDENCE**

It will be helpful and will accelerate replies if letters and inquiries are directed not only to the Missoula Vocational Technical Center, 909 South Avenue West, Missoula, MT 59801, (406) 721-1330, but to the particular office concerned:

**Admissions/Registrar's Office** — Requests for catalogs and application forms; inquiries concerning admission; questions concerning the curriculum; educational policy and withdrawal of applicants; requests for transcripts; inquiries concerning the enrollment status of a student; tuition and other student fees; inquiries concerning transfer, testing, and change in program.

**Financial Aid Office** — Inquiries concerning aid; application for grants, loans, and campus and other part-time work; information regarding veteran's benefits and/or other agency assistance.

**Counseling** — Inquiries concerning testing, vocational choice, personal counseling, and other counseling services.

**Supervisor of Adult and Continuing Education** — Information concerning evening courses.

**Placement Office** — Requests for information concerning past or present students qualified and available for positions.

# EXPENSES

## TUITION

Quarterly tuition is based on hours of attendance during the quarter. All tuition must be paid before registration can be completed and classes attended. The tuition schedule is:

Montana Residents	Nonresidents
1- 60 hours of attendance.....\$ 49.50	1- 60 hours of attendance.....\$62.50
61-120 hours of attendance .....\$ 99.00	61-120 hours of attendance .....\$125.00
121-180 hours of attendance .....\$148.50	121-180 hours of attendance .....\$187.50
181-360 hours of attendance .....\$198.00	181-360 hours of attendance .....\$250.00

If students add contact hours/credits following initial registration additional tuition may have to be paid per the tuition schedule above. If students drop courses following initial registration, thereby reducing contact hour/credit loads, they may be eligible to receive partial tuition refunds per the tuition schedule above; provided the courses are officially dropped during the first five class days of the quarter; and students initiate refund requests through the Admissions Office within the same time period.

## BOOKS

Students are required to purchase their own textbooks. Expenses for books have ranged between \$75 and \$135 each quarter, depending on the program.

## PERSONAL ITEMS REQUIRED

Other items of a personal nature may be required when enrolling in a program. Such items might include uniforms, tools, safety equipment, gloves, shoes, etc. Following is a list of most student-owned items that are required or strongly advised in each program. An approximate cost per item is also provided. Most of these items are available in the bookstore.

PROGRAM	ITEM	APPROXIMATE COST			
ACCOUNTING/ BOOKKEEPING	Calculator	\$ 15	DINNER/FIRST COOK	Towels	\$ 5
	Typing Supplies	\$ 5		Two Uniforms	\$ 50
	Miscellaneous	\$ 15		Two Aprons	\$ 7
	Total	\$ 35		Kitchen Work Shoes	\$ 50
CLERK TYPIST	Calculator	\$ 15		Chef Knife	\$ 25
	Earphones	\$ 10		Paring Knife	\$ 10
	Typing Supplies	\$ 15		Miscellaneous	\$ 20
	Miscellaneous	\$ 20		Total	\$167
	Total	\$ 60			
COMBINATION WELDING	Welding Hood	\$ 25	ELECTRONICS TECHNOLOGY	ET-3100 Experiment Kit	\$130
	Welding Gloves	\$ 9		Tools	\$ 35
	Safety Glasses	\$ 5		Calculator	\$ 25
	Welding Goggles	\$ 6		Total	\$190
	Chipping Hammer	\$ 4	FASHION MERCHANDISING	Calculator	\$ 25
	Wire Brush	\$ 3		Miscellaneous	\$ 20
	Leather Jacket	\$ 50		Total	\$ 45
	Lock	\$ 4	GENERAL SECRETARY	Calculator	\$ 15
	Fabrication Material	\$125		Earphones	\$ 10
	Total	\$231		Typing Supplies	\$ 20
COMPUTER OPERATOR/ PROGRAMMER	Typing Supplies	\$ 5		Miscellaneous	\$ 25
	Calculator	\$ 15		Total	\$ 70
	Total	\$ 20	HEAVY EQUIPMENT MECHANIC*	Lock	\$ 4
DATA ENTRY/COMPUTER OPERATOR	Typing Supplies	\$ 10		Coveralls (2 pair)	\$ 45
	Calculator	\$ 15		Safety Glasses	\$ 5
	Total	\$ 25		Basic Tool Set	\$850
				Welding Goggles	\$ 6
				Gloves	\$ 9
				Total	\$919

HEAVY EQUIPMENT OPERATION	Calculator	\$ 25	MEDICAL TRANSCRIPTIONIST	Calculator	\$ 15
	Coveralls (2 pair)	\$ 45		Earphones	\$ 10
	Safety Glasses	\$ 5		Typing Supplies & Procedures Manual	\$ 40
	Hearing Protection	\$ 10		Miscellaneous	\$ 50
	Hard Hat	\$ 6		Total	\$115
	Leather Gloves	\$ 10	PRACTICAL NURSING	Watch with Second Hand	\$ 30
	Welding Goggles	\$ 6		Two Uniforms	\$ 60
	Welding Gloves	\$ 9		Duty Shoes	\$ 55
	Work Boots	\$ 60		Stethoscope	\$ 20
	Total	\$176		Name Tag	\$ 5
INFORMATION PROCESSING	Calculator	\$ 15		Bandage Scissors	\$ 5
	Earphones	\$ 10		Total	\$175
	Typing Supplies	\$ 15	RESPIRATORY THERAPY TECHNOLOGY	Watch with Second Hand	\$ 30
	Miscellaneous	\$ 35		Two Uniforms	\$ 70
	Total	\$ 75		Duty Shoes	\$ 55
KITCHEN PRODUCTION MANAGER	Towels	\$ 5		Stethoscope	\$ 20
	Two Uniforms	\$ 50		Name Tag	\$ 5
	Two Aprons	\$ 7		Bandage Scissors	\$ 5
	Kitchen Work Shoes	\$ 50		Total	\$185
	Chef Knife	\$ 50	RETAIL MERCHANDISING	Calculator	\$ 25
	Paring Knife	\$ 10		Lock	\$ 3
	Miscellaneous	\$ 20		Coveralls (2 pair)	\$ 45
	Total	\$167		Safety Glasses	\$ 5
LEGAL SECRETARY	Calculator	\$ 15		Basic Tool Set	\$540
	Earphones	\$ 10	SMALL ENGINE MECHANIC*	Multitester	\$ 49
	Typing Supplies & Procedures Manual	\$ 50		Welding Goggles	\$ 5
	Miscellaneous	\$ 40		Hearing Protection	\$ 2
	Total	\$115		Welding Gloves	\$ 9
MEDICAL RECEPTIONIST	Calculator	\$ 15		Total	\$642
	Typing Supplies & Procedures Manual	\$ 20	SURGICAL TECHNOLOGY	Duty Shoes	\$ 55
	Miscellaneous	\$ 5		Name Tag	\$ 5
	Total	\$ 40		Total	\$ 60
MEDICAL SECRETARY	Calculator	\$ 15			
	Earphones	\$ 10			
	Typing Supplies & Procedures Manual	\$ 30			
	Miscellaneous	\$ 20			
	Total	\$ 75			

\*Students enrolled in either the Heavy Equipment Mechanic program or Small Engine Mechanic program must purchase a basic set of hand tools if they do not already own such tools. Tool cost approximations have been listed above for both programs. Tools may be purchased from any vendor chosen by the student, but it is suggested students wait to purchase tools until they arrive at MVTC. The MVTC Bookstore is able to purchase, based on quantity, tool sets on a bid basis, generally saving students money. Provided below is a list of suggested tools for each mechanic program.



## Heavy Equipment Mechanic:

1. A 9-12 drawer tool box with handles and a hinged top, with full locking capability, and a minimum storage capacity of 4,000 cubic inches.
2. 1/2 inch drive components comprised of a ratchet handle 10-12 inches long; a flex handle (breaker bar) 17 inches or longer; extension of 1 1/2, 3, 6 and 10 inches in length; a 1/2 inch driver universal joint; sockets (12 point standard depth) measuring 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8 15/16, 1, 1 1/16, 1 1/8, and 1 1/4 inches; and a 1/2 inch female drive to a 3/8 inch male drive adapter.
3. 3/8 inch drive components comprised of a ratchet handle 6-8 inches long; a flex handle (breaker bar) 10 inches or longer; extension of 2, 6, and 10 inches in length; a speed handle (brace type); a 3/8 inch female drive to a 1/2 inch male drive adapter; sockets (12 point standard depth) measuring 5/16, 3/8, 9/16, 5/8, 7/16, 1/2, 9/16, 5/8, 11/16, and 3/4 inch.
4. Combination wrenches (open end and box end, 12 point long handle) measuring 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16, 1, 1 1/16, and 1 1/8 inches.
5. Flare nut wrenches (open end and box end, 6 point) measuring 7/16, 1/2, 9/16, 5/8, 1 1/16, and 3/4 inch.
6. Adjustable end wrenches measuring 8 and 12 inches.
7. Punches including a center punch, pin punches measuring 5/64, 1/8, and 1/4 inch, and starter punches measuring 3/8 and 1/2 inch.
8. Chisels measuring 1/4, 1/2, and 3/4 inch wide.
9. Screwdrivers (standard blade and insulated handle) with blades measuring 1 1/2, 4, 6, 8, and 12 inches long with tip widths of 1/4, 3/16, 5/16, and 3/8 inch.
10. Phillips screwdrivers measuring 3 inches long (#1 tip), 4 inches long (#2 tip) and 6 inches long (#3 tip).
11. 6 inch combination pliers, 6-8 inch needle nose pliers, and 7 inch diagonal cutting pliers.
12. Two ball pein hammers weighing 8 and 32 ounces, and a compothane soft-face shot-filled 2 pound hammer.
13. A 35 leaf feeler gauge set.
14. Hex key wrenches measuring 1/16, 5/64, 3/32, 7/64, 1/8, 9/64, 5/32, 3/16, 7/32, and 1/4 inch.
15. A vented tip blow gun with male adapter type C, a putty knife 1 1/4 inches wide with chisel edge and wood handle, a circuit probe type test light (6-12 volt), a rolling head pry bar 16 inches or longer, a flat pry bar 16 inches or longer a 6 inch steel rule graduated in 1/64 inch segments, a tape measure 12 feet X 1/2 inch steel blade and case, a 6 inch X 1 inch brass drift, and snap ring pliers (8 inch lock ring).

## Small Engine Mechanic:

1. A 3 to 6 drawer tool box with handles and hinged top, locking capability, with a minimum storage capacity of 2400 cubic inches.
2. 1/4 inch drive components including a drive ratchet with a minimum length of 5 1/4 inches; a drive extension 4 inches long; a nine-piece drive socket set (6 point with tray, box, or socket rail), consisting of 3/16, 7/32, 1/4, 9/32, 5/16, 11/32, 3/8, 7/16, 1/2 inch sockets.
3. 3/8 inch drive components including a drive ratchet with a minimum length of 6 7/8 inches; 3 inch and 6 inch extension bars; a 13/16 inch spark plug deep socket; and a 10 piece socket set (12 point with tray, box or socket rail), consisting of 1/4, 5/16, 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, and 13/16 inch sockets; an 11 piece metric socket set (6 point with tray, box or socket rail), measuring 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19 millimeters; and an 11 piece metric set (6 point with tray, box, or socket rail) measuring 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19 millimeters.
4. A 7-piece combination wrench set (12 point long handle) measuring 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, and 3/4 inch.
5. A 14-piece combination metric wrench set (12 point long handle) measuring 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19 millimeters.
6. A 7-piece ignition wrench set (either combination or open end style) to include sizes 5/32, 3/16, 1/4, 15/64, 5/16, 9/32, and 3/8 inch.
7. A punch and chisel set to include 1/8 and 3/16 inch pin punches, a 3/8 inch center punch, and a 5/8 inch cold chisel.
8. A standard screwdriver set to include a 3/16 inch diameter with a minimum length of 4 inches; a 1/4 inch diameter with a minimum length of 6 inches; and a 3/8 inch diameter with a minimum length of 8 inches.
9. A phillips screwdriver set consisting of one having a minimum blade length of 1/14 inches (#2), one having a minimum blade length of 3 inches (#1), and one having a minimum blade length of 6 inches (#2).
10. A plier set consisting of an adjustable joint arc type with a minimum length of 9 1/4 inches; a long nose type with a minimum length of 7 1/8 inches; a locking type with a minimum length of 7 inches; and a diagonal cutting type with a minimum length of 6 inches.
11. An adjustable wrench 10 inches in length; a ball pein hammer (16 ounces), an ignition file, and ignition gauges to include wire gauges from .022 to .040; flat ignition gauges 1/4 inch wide from .012 to .032 and flat feeler gauges 1/2 inch wide from .002 to .018.
12. A 13-piece hex key wrench set measuring 3/64, 1/16, 5/64, 3/32, 7/64, 1/8, 9/64, 5/32, 3/16, 7/32, 1/4, 5/16, and 3/8 inch.
13. An 8-piece metric hex key wrench set (L shape) measuring 2, 2.5, 3, 4, 5, 6, 7, and 8 millimeters.
14. A vented tip blow gun with male adapter, a 6-12 volt circuit tester, a plastic tip hammer (minimum of 12 ounces) and a straight edge scraper putty knife.

## APPROXIMATE TOTAL COST

PROGRAM TITLE	TUITION	TOTAL BOOKS	SUPPLIES*	MISC.**	TOTAL COST***
ACCOUNTING/BOOKKEEPING	\$ 792	\$416	\$ 35	\$2/quarter	\$1251
CLERK TYPIST	\$ 594	\$255	\$ 60	\$2/quarter	\$ 915
COMBINATION WELDING	\$ 594	\$125	\$231	\$2/quarter	\$ 956
COMPUTER OPERATOR/PROGRAMMER	\$1188	\$355	\$ 20	\$2/quarter	\$1575
DATA ENTRY/COMPUTER OPERATOR	\$ 792	\$333	\$ 25	\$2/quarter	\$1158
DINNER/FIRST COOK	\$ 594	\$ 75	\$167	\$2/quarter	\$ 842
ELECTRONICS TECHNOLOGY	\$1188	\$430	\$190	\$2/quarter	\$1814
FASHION MERCHANDISING	\$ 594	\$342	\$ 45	\$2/quarter	\$ 987
GENERAL SECRETARY	\$ 990	\$438	\$ 70	\$2/quarter	\$1508
HEAVY EQUIPMENT MECHANIC	\$ 594	\$130	\$919	\$2/quarter	\$1649
HEAVY EQUIPMENT OPERATION	\$ 594	\$130	\$176	\$2/quarter	\$ 906
INFORMATION PROCESSING	\$ 792	\$263	\$ 75	\$2/quarter	\$1138
KITCHEN PRODUCTION MANAGER	\$1188	\$150	\$167	\$2/quarter	\$1511
LEGAL SECRETARY (ACCOUNTING)	\$1188	\$433	\$110	\$2/quarter	\$1743
LEGAL SECRETARY (SHORTHAND)	\$1188	\$488	\$115	\$2/quarter	\$1803
MEDICAL RECEPTIONIST	\$ 594	\$326	\$ 40	\$2/quarter	\$ 966
MEDICAL SECRETARY	\$ 990	\$483	\$ 75	\$2/quarter	\$1558
MEDICAL TRANSCRIPTIONIST	\$1188	\$483	\$115	\$2/quarter	\$1798
PRACTICAL NURSING	\$ 792	\$250	\$175	\$7/quarter	\$1245
RESPIRATORY THERAPY TECHNOLOGY	\$ 792	\$500	\$185	\$7/quarter	\$1505
RETAIL MERCHANDISING	\$ 594	\$330	\$ 25	\$2/quarter	\$ 955
SMALL ENGINE MECHANIC	\$ 594	\$120	\$642	\$2/quarter	\$1362
SURGICAL TECHNOLOGY	\$ 594	\$350	\$ 60	\$7/quarter	\$1025

\*The majority of supplies are purchased at the beginning of the first quarter.

\*\*This amount is payable on the day of registration, in addition to tuition.

\*\*\*These figures do not include out-of-state tuition.

ALL COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

## REFUNDS FOR WITHDRAWAL

The following tuition refund schedule shall apply to those students who complete the official withdrawal process in the approved manner.

Time Allotment	Refund Percentage
Withdrawal completed before classes begin	100%
Withdrawal completed during first week	50%
Withdrawal completed during second week	25%
Withdrawal completed after second week	0%

## COUNSELING AND TESTING

Counselors are available to help students with academic and personal difficulties, administration and interpretation of personal and vocational tests, and life and career planning. Limited interest, mental ability, and aptitude tests are available on request from a counselor. Professional attitudes of Missoula Vocational Technical Center's counselors permit students to freely discuss their personal problems.

## FINANCIAL AID

Student financial aid is available at Missoula Vocational Technical Center via the following Federal and State programs for those students who meet the academic progress standards.

PELL GRANT is a form of gift assistance available to undergraduate students enrolled on at least a half-time basis in a program of study lasting nine months or longer. Students may apply for a Pell Grant by completing the "Application for Federal Student Aid." After completing the application, students must present a valid Student Aid Report (SAR) to the Financial Aid Office before payment can be made. All students submitting a valid SAR will receive appropriate payments. PELL Grant payments are disbursed quarterly to eligible students within the first week of each new quarter. A student receiving a disbursement under the PELL program must present to the Financial Aid Office an approved schedule of his/her classes for the quarter(s) that the grant will be disbursed. These class schedules will become a part of the student's permanent financial aid file. A student receiving his/her first disbursement of each academic year must sign an "Affidavit of Educational Intent" which states that money received will be spent to offset the student's educational costs and that if a student withdraws from classes before the end of a quarter, the student must repay the unused portion of that quarter's grant. Repayments are calculated on a daily basis by a method determined by the United States Commissioner of Education. Students must reapply for a PELL Grant each academic year they attend school.

THE COLLEGE WORK STUDY PROGRAM provides employment opportunities to eligible students to assist with meeting their educational costs. To determine financial eligibility, students must complete, submit and have on file with the Financial Aid Office, an ACT Family Financial Statement, A PELL Grant SAR, and an Affidavit of Educational Intent. Also, the student must submit a "Federal Income Tax Form 1040 or 1040-A." It generally takes four to six weeks for the FFS to be processed and returned to the MVTC Financial Aid Office. Prospective students should apply early for college work-study assistance. The Financial Aid Office assists students on a first-come, first-served basis by date of completed applications in compliance with Federal regulations. Preference is also given to students with the greatest financial needs. The amount of a student's college work study award is determined by the Financial Aid Office based on the student's need and the availability of money within that program at the institution. The Financial Aid Officer will help eligible students find employment in public, non-profit organizations. Students may work up to 20 hours per week while attending classes.

The SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT PROGRAM is also a form of gift assistance that is awarded to eligible students. Students wishing to apply for an SEOG must complete, submit and have on file with the Financial Aid Office a current ACT Family Financial Statement, A PELL Grant SAR, and Affidavit of Educational Intent, and a Federal Income Tax Form 1040 or 1040-A. The Financial Aid Office may ask you to submit other documents to help in the determination of financial need. It generally takes four to six weeks for the FFS to be processed and returned to MVTC's Financial Aid Office, so prospective students should apply early for SEOG assistance. The Financial Aid Office assists students in this program on a first-come, first-served basis complying with Federal regulations by date of completed applications. Preference is also given to students with the greatest financial need. Students who receive a SEOG must also receive an equal amount of aid through the College Work Study Program or be matched by a PELL Grant. A student's SEOG is determined by the Financial Aid Office based on the student's need and the availability of money within that program at the institution. Need must be redetermined yearly.

GUARANTEED STUDENT LOAN PROGRAM enables students to borrow directly from a bank or other lending institution that makes loans.

Students may apply for a GSL by completing their portion and the school completing its portion of the GSL application and then submitting this form to a participating lending institution. A \$10 processing fee is paid by GSL applicants at the time of loan disbursement. Unlike other forms of student aid at MVTC, the GSL is a form of aid that must be repaid.

THE STATE STUDENT INCENTIVE GRANT is a form of gift assistance that is awarded to eligible students. Students wishing to apply for an SSIG must have on file with the Financial Aid Office a current ACT Family Financial Statement, A PELL Grant SAR, an affidavit of Educational Intent, and a Federal Income Tax Form 1040 or 1040-A. The Financial Aid Officer may ask you to submit other documents to aid in the determination of your financial need. It generally takes four to six weeks for the FFS to be processed and returned to the Financial Aid Office. Prospective students should apply early for SSIG assistance. The amount of a SSIG is determined by the Financial Aid Office based on the student's need and the availability of money within the program. Need must be redetermined yearly.

APPLICATION PROCESS information for all Federal and State financial aid programs may be obtained by contacting the Financial Aid office in the Administration Building. Applications for financial aid are submitted in the following manner.

PELL — Directly to PELL Grants.

ACT Multipurpose Application (for Pell Grant, SEOG, SSIC, and CWS) — Directly to ACT.

GSL — To Financial Aid Office and lending institution.

## SCHOLARSHIPS

Following is a listing of scholarships for which students and/or applicants can apply. The information presented is meant to serve as a guide and is not to be all inclusive. For more detailed information and applications contact the Financial Aid Office. Please note that dates and selection criteria are subject to change.

1. ALTRUSA FOUNDERS FUND VOCATIONAL AWARD. Between \$250 and \$800 is given to a female student who intends to train or retrain for employment. The student does not have to be enrolled. Selection is based on proven financial need and potential for training and employment success. Preference is given to the older female student. Interested students/applicants should contact the Financial Aid Office for application deadline information.
2. AMERICAN BUSINESS WOMEN SCHOLARSHIP. \$1,000 is divided between two or three students enrolled full time in secretarial training. Selection is based on scholastic performance and financial need. Interested students should apply by March 1. The scholarship is usually awarded in May.
3. AMERICAN LUNG ASSOCIATION OF MONTANA SCHOLARSHIP. \$1,500 is awarded equally between five recipients. The recipients must be enrolled full time in the Respiratory Therapy program. Selection is made on the basis of scholastic achievement. Interested students should apply by October 12. The scholarship is usually awarded in November.
4. ELKS NATIONAL FOUNDATION VOCATIONAL GRANT. Any current or prospective student can apply. The recipient will receive \$1,000 for each of two years. Selection is based on scholastic achievement and financial need. Interested persons should apply by November 15. The scholarship is usually awarded by April 15.
5. JAMES CLUTIS MEMORIAL SCHOLARSHIP. \$75 is awarded to a Practical Nursing student who has successfully completed at least one quarter of the Practical Nursing program. Selection is based on scholastic achievement and instructor recommendations. Interested students should apply by February 15. The scholarship is usually awarded in March.
6. LLOYD D. SWEET SCHOLARSHIP. Applicants and recipients must be graduates of Chinook High School. Applicants must be enrolled full time. Eligible students must apply by March 1 and supply three letters of recommendation postmarked by February 20. The scholarship is awarded in May. Selection is based on scholastic performance and personal character.
7. LULA CLAY NURSING SCHOLARSHIP. \$350 is awarded Fall and Spring quarters to a third or fourth quarter Practical Nursing student. The student must be enrolled full time. Eligible students should apply by November 15 for the Fall scholarship and by April 15 for the Spring scholarship. The Fall scholarship is awarded by November 30, and the Spring scholarship is awarded by April 30. Selection is based on scholastic achievement, instructor recommendations, and scholarship committee recommendations.
8. PROFESSIONAL SECRETARIES INTERNATIONAL SCHOLARSHIP. A \$200 award given to a full time business student. Interested students should apply by November 30 and selection is generally made in December. Selection is based primarily on recommendations and financial need.
9. WOMEN'S INDEPENDENT SOCIAL CLUB. \$150 is awarded to a student who has attained a grade point average of 4.00 Fall quarter. In addition, the recipient must have been a first-time, first-quarter student Fall quarter. Selection is based on G.P.A. and scholarship committee recommendations. Interested students must apply by January 15 and the scholarship will be awarded by January 30.
10. ASSOCIATION OF SURGICAL TECHNOLOGISTS SCHOLARSHIP. \$500 is awarded to a full time Surgical Technology student. Eligible students should apply by March 1, and the scholarship is awarded in June. Selection is based on scholastic achievement, recommendations, honors/awards received, and financial need.
11. VENTURE CLUBS OF AMERICA SCHOLARSHIP. \$50 is awarded to a handicapped student between the ages of 16 and 35. Selection is based on financial need and scholastic achievement. Application deadline is December 31, and selection is made by mid-January. The recipient must be enrolled full time.
12. MONTANA FEDERATION OF WOMEN'S CLUBS SCHOLARSHIP. Approximately \$150 is awarded to a current full time student with a minimum G.P.A. of 3.00. Selection is based on G.P.A., instructor recommendations, and scholarship committee recommendations. The award is usually made in late October.
13. ZONTA INTERNATIONAL SCHOLARSHIP. An annual scholarship of \$100 is given a student who has successfully completed 250 hours of instruction at Missoula Vocational Technical Center. Selection is based on academic performance, economic need, scholarship rating scales, and scholarship committee recommendations. Applications must be submitted prior to May 10.
14. SOROPTIMIST INTERNATIONAL TRAINING AWARD. Annual award amounts are set by each club to promote upward mobility for mature women, assisting them in their efforts toward training and entry, or re-entry, into the labor market. Candidates are preferably heads of households completing undergraduate programs or entering vocational or technical training. Awards are usually made in early spring.



## PLACEMENT SERVICE

A full-time Placement Office is maintained to assist students in obtaining part-time employment while attending school, as well as full-time employment following completion. While every effort is made to assist students in securing employment, it should be understood that placement is not guaranteed and is influenced by the economy, occupational demand, student attitudes and academic records.

Some specific areas of assistance provided by the Placement Office include: information concerning employment opportunities with local, state, and federal agencies; contact with employers identifying job openings; efforts to provide interviews with prospective employers; assistance with letters of applications, resumes, and application forms; and preparation and mailing of student placement folders. MVTC students and alumni are encouraged to contact the Placement Office and set up a placement file. The placement file provides a ready reference for the placement officer.

While employment opportunities for Missoula Vocational Technical Center graduates are generally good, demand is stronger in some geographic areas than others. Relocation is often necessary to obtain satisfactory employment.

## RESOURCE CENTER

The Resource Center, located in the Administration building, is responsible for processing, circulating, and maintaining a well-balanced collection of printed materials, audio-visual equipment, and audio-visual materials. The Resource Center reflects the diversity of program offerings of the school and serves as a central reference library. It serves students, faculty, and district residents with materials as diverse as their needs and as diverse as the program offerings at the school. The Resource Center has a working relationship with selected libraries, and through interlibrary loans, instructors and students may request books and materials not available in the Missoula Vocational Technical Center collection through the Resource Center staff.

The Resource Center is a service center designed to assist the administration, staff, and students of MVTC in providing the best instructional materials and audio-visual hardware available for vocational-technical education. A satellite Resource Center is located in the Trade and Technology Building.

Students are encouraged to return books, equipment and materials in a timely manner. Students having overdue books, equipment and materials will be assessed fines. Students owing fines are not permitted to register or receive copies of grade transcripts until all fines are paid in full.

## HOUSING

Although Missoula Vocational Technical Center does not offer "on campus" housing, it is our intent to provide useful information on housing as it relates to Missoula. Listed are the most frequently asked questions regarding housing. Please keep in mind the information provided is to be used only as a guide and is not intended to be "all-inclusive."

Q. What type of housing should I consider?

A. It is important for you to understand what your specific needs will be while living in Missoula. For example:

- 1) How many people there are in your family
- 2) The ages of your family members
- 3) The amount of furnishings, if any, you may bring with you
- 4) The amount of money you can contribute toward housing
- 5) If you're single, whether you wish to have a roommate to share expenses or company
- 6) Your personal transportation situation
- 7) Whether you will be bringing a pet
- 8) The amount of space you will need

Q. What type of housing is available in Missoula?

- A. 1) 1, 2, and 3 bedroom houses, apartments, mobile homes and condominiums furnished, partially furnished and unfurnished
- 2) Studio apartments
- 3) Room and board for Missoula Vocational Technical students at the University of Montana when space permits (contact U of M Residence Halls Office: 243-2611)

4) Missoula Housing Authority—for low income families, persons with handicaps and the elderly (call 549-4113)

Q. What is the cost range of housing in Missoula?

A. Rent fluctuates from year to year and may also depend on the time of year. The following figures are general approximations for various types of housing (location within the city can also have a dramatic effect on cost):

- 1) 1-bedroom apartment—\$170 & up. Average range is \$190-\$240
- 2) 2-bedroom apartment—\$250 & up. Average range is \$260-\$330
- 3) 3-bedroom apartment—\$350 & up. Average range is \$360-\$435
- 4) 1-bedroom house—\$210 & up. Average range is \$260-\$310
- 5) 2-bedroom house—\$300 & up. Average range is \$360-\$410
- 6) 3-bedroom house—\$360 & up. Average range is \$410-\$460
- 7) Studio apartment—\$170 & up. Average range is \$190-\$240

- 8) Mobile home— \$160 & up. Average range is \$160-\$260
  - 9) U of M Residence hall— cost varies with the type of meal plan purchased, contact U of M Residence Hall Office for specific information
  - 10) Rooms— \$110 & up. Average range is \$110-\$160
  - 11) Missoula Housing Authority— cost varies based on personal income. Contact Missoula Housing Authority Office for specific information
- Q. What is the availability of housing in Missoula?
- A. The current number of rental units seems to be adequate to satisfy the demand
- Q. When should I begin to locate housing?
- A. Most often you should begin looking for housing one or two months prior to actual enrollment at MVTC. If you are interested in University of Montana housing you should contact that housing office for specific details.
- Q. How close to MVTC should I establish my residence?
- A. The answer to this question depends on many factors you must consider:
- 1) MVTC has a split campus—approximately 3 miles separate each site; however, students do not travel between sites for classes. A map is provided in the MVTC catalog.
  - 2) If you have children, the proximity of their school to your residence.
- 3) Your transportation situation - many students drive cars or have rides, some ride bicycles (bicycle riding in Missoula during fair weather is popular). In addition, Missoula has a city bus system.
- Q. How do I begin to locate housing?
- A. Contact rental/property management agencies (look in the "yellow pages"), newspaper ads, friends/relatives, and real estate offices
- Q. What additional costs can I expect to pay?
- A. A security/damage deposit that averages about \$170, renter's insurance on your furnishings, utilities, moving costs and furnishings if needed
- Q. What questions should I ask my landlord?
- A. Find out such things as: what is covered by the rent amount; who is responsible for upkeep, repairs and maintenance; the length of the lease; how and when the lease may be terminated or renewed; when the landlord may enter the rental; rules and regulations you must follow as a user of the property; does the landlord have a lien on your personal property; are all agreements with the landlord written into the lease (read all leases carefully before signing and check the rental for cleanliness, prior damage, upcoming repairs and condition of appliances, drapes and carpets)
- Q. Are there other things to consider?
- A. You should evaluate storage needs, garage/parking facilities, rent and deposit amount and the need for furnishings.

Be a good tenant by promptly paying all rental and utility bills; not abusing the property or rights of other tenants; keeping the rental clean and immediately reporting any damage that has occurred. Be sure to notify the postal service and the MVTC Registrar's Office each time you have a change of address.

## **FOOD SERVICE**

Snack bars are in operation for lunch and snacks in the Administration and Trade and Technology Buildings.

## **HEALTH SERVICE**

There is no formal health service at the Center. Students are encouraged to select a Missoula doctor while attending the Center and have this doctor's name on file with the Admissions Office. It is a practice of Center personnel to handle emergency situations by administering first aid immediately and then sending the victim to the closest hospital emergency room. Students with medical, physical, and/or emotional problems are encouraged to inform the Admissions Office of their condition immediately upon arrival.

## **BOOKSTORE**

The Bookstore is established as a service to the educational community. It carries an inventory of most required textbooks, tools and supplies. Prices are established to meet the expenses of the bookstore and maintain a small margin for operations. The following are bookstore policies:

- 1) Books purchased may be returned for any reason within two weeks after purchase for full amount providing:
  - A) They are accompanied by a cash register sales slip
  - B) New books must be in brand-new condition with no writing in them, including names, addresses, etc.
- 2) At the end of the quarter the Bookstore will announce a buy-back period. Used books will be bought back at fifty percent of purchase price, providing:
  - A) They are being used the next quarter
  - B) They are in good condition; no excessive underlining, missing pages, scratched covers, etc.
  - C) The management reserves the right to refuse any book
- 3) The Bookstore has no provision for credit sales.
- 4) Bookstore hours are 8:00 A.M. to 4:30 P.M. Monday through Friday. Exceptions to these hours will be posted.

## **STUDENT RECORDS**

Procedures ensuring confidentiality and providing for student access to student files are established in compliance with the "Family Educational Rights and Privacy Act of 1974". The release of a student's grades, transcripts, and other data requires written authorization by the student. Request by the student for transcripts should be directed to the Registrar's Office. If the student wishes to request information to provide to a potential employer, the request should be made to the Placement Office. The following data may be given to any inquirer without written authorization from the student: name, program of enrollment, period of enrollment, diplomas or certificates awarded, honors, date of completion, address and telephone number. Any student wanting any or all of this information to remain confidential must inform the Registrar's Office in writing. Additional information is provided in the "Students" section of this catalog.



Orval Hendrickson — Superior

Kristin Paulson — Bozeman

## ACADEMIC POLICIES

### INSTRUCTIONAL DAY

The average instructional day begins at 8:00 A.M. and ends at 4:00 P.M., however, most students are scheduled to attend classes only five to six hours daily, Monday through Friday. Although this is true in a general sense some program and student schedules may differ significantly. A few examples of variations are listed below:

1. Respiratory Therapy students rotate evenings (2:45 P.M. to 11:15 P.M.) and days (6:45 A.M. to 3:15 P.M.) and possibly nights (11 P.M. to 7 A.M.) during clinical instruction, second, third and fourth quarters.
2. Surgical Technology students may rotate shifts during clinical instruction, second and third quarters. (7 A.M. to 3 P.M., 9 A.M. to 5 P.M., and 2 P.M. to 10 P.M.). Night and weekend on-call experiences for emergency surgery cases are in addition to regularly scheduled clinical hours during the third quarter.
3. Practical Nursing students in the clinical instruction phases may be scheduled to attend from 6:45 A.M. to 2 P.M., 8 A.M. to 3 P.M. 7 A.M. to 2 P.M., or 9 A.M. to 5 P.M. depending on clinical facility.
4. Dinner/First Cook and Kitchen Production Manager students attend from 8 A.M. to 3:30 P.M. their first quarter and from 7 A.M. to 2:30 P.M. the remaining quarters.
5. Programs that consist primarily of theory (classroom) courses generally meet fewer hours per day (5) when compared to those programs having a greater percentage of practical application (clinical, shop, or lab) courses.

The amount of homework is most often greater for theory courses than for practical application courses. A specific program may be comprised mainly of theory courses one quarter and practical application courses the next quarter the instructional day may change commensurately.

### ATTENDANCE

Attendance affects the quality of student performance. Students are expected to attend all sessions of courses in which enrolled. Absences are neither excused nor unexcused. Students are responsible for making up work missed because of absences. Instructors are not expected to expend additional time and effort repeating classroom, shop or clinical instruction. Students are not dropped from courses, nor are students' grades adjusted based on attendance.



## CREDIT EQUIVALENCY

Each course is evaluated by a system of credits related to time spent in class, laboratory or shop. Ordinarily, one credit is assigned for each ten hours of class, twenty hours of laboratory, or thirty hours of shop scheduled per quarter.

## GRADING

The grading system includes the following options:

- A** — **Superior performance as it relates to achievement;**  
4 grade points per credit
- B** — **High degree of performance as it relates to achievement;**  
3 grade points per credit
- C** — **Adequate performance as it relates to achievement;**  
2 grade points per credit
- D** — **Minimum performance as it relates to achievement;**  
1 grade point per credit
- F** — **Achievement does not merit awarding credit;**  
0 grade points per credit
- X** — **Denotes failure to complete course work** because of excessive absenteeism or failure to withdraw properly; 0 grade points per credit
- I** — **Incomplete.** Given if course work is nearly, but not quite complete for an acceptable reason; no grade point value
- L** — **Listener** awarded to those individuals who declare to the instructor by the fifth instructional day they are auditing the course; no grade point value
- P** — **Pass.** Only awarded in Practicum, Cooperative Work Experience, Independent Study and Clinical Experience courses; no grade point value
- NP** — **No Pass.** Only awarded in Practicum, Cooperative Work Experience, Independent Study and Clinical Experience courses; no grade point value
- CH** — **Credit Challenged.** Testing indicates course content accomplished; no grade point value
- T** — **Credit Transferred.** Course work transferred from another post-secondary education institution; no grade point value
- W** — **Withdrawal.** Student initiated withdrawal; no grade point value

Faculty will assign and report all grades at each quarter's end. All students will be graded each quarter in attendance for all courses in which they are enrolled. Grades are posted on a student's transcript for each quarter in attendance. Copies of transcripts may be obtained from the Registrar's Office. Transcripts are not released to students owing debts to Missoula Vocational Technical Center.

Students may leave a self-addressed, stamped envelope with the Registrar's Secretary if they want their end-of-quarter grades mailed to them, or they may pick up a copy of their grades in the Registrar's Office.

## INCOMPLETE

Once assigned, the grade "Incomplete" will remain on the student's transcript until the course is completed, at which time the new grade will replace that of "Incomplete". Incompletes should be made up at one's earliest convenience. A student wishing to make up an incomplete must make arrangements with the instructor who assigned the incomplete. The student is not to register for the course; however, if the student has already registered for the course in which the incomplete was received, the student is to drop the course on a Drop/Add form. A student that has made up an incomplete must obtain a grade change form from the Registrar's Office and present it to the instructor who assigned the incomplete. The instructor will list the new grade on the grade change form, sign it, and return the form to the student. The student must return the completed form to the Registrar's Office for processing. Upon receipt, the new grade will be posted on the student's grade transcript in the Registrar's Office.

## AUDIT

Students who enroll in courses for no credit are given the status of Listener, and pay the same fees as students enrolled for credit.

## **CHALLENGE**

A student wishing to challenge a course must notify the instructor and enroll in the course. A student may challenge a particular course only one time and a failed course may not be challenged. The challenge exam is administered by personnel from the department offering the course. The challenge must be completed prior to the deadline for course drops in the event the challenge is unsuccessful, and the student desires at that point to drop the course. If the challenge is successful a grade of "CH" will be posted on the student's grade transcript at the quarters end. Cooperative Work Experience, Practicum, Clinical Experience and some shop courses cannot be challenged.

## **TRANSFERRED WORK**

Course work at a postsecondary institution that has been identified by the student as possible substitutions for specific Missoula Vocational Technical Center courses will be reviewed by a committee consisting of the Assistant Director, Admissions Officer, and chairperson of the department that offers the course(s). Any course work taken more than seven years prior to the transfer request will not be considered for transfer credit. The student wishing to request transfer credit must make arrangements to have the postsecondary institution from which the original course credit was received send an official grade transcript and a course description to the Missoula Vocational Technical Center. The student must initiate the transfer request with the Admissions Office by obtaining and completing a course transfer request form. The Admissions Office will inform the student as to action taken on the transfer request. If the student is registered in a course for which transfer has been approved, the student is to drop the course on a Drop/Add form by the deadline drop date. If approved, a "T" grade will be posted on the student's grade transcript at quarter's end by the Registrar's Office. Cooperative Work Experience, Practicum, Clinical Experience and some shop courses will not be considered for transfer credit.

## **WITHDRAWAL**

A student may initiate an official withdrawal from the institution. Forms are available in the Admissions Office. The student must sign and return the form to the Admissions Office. Withdrawal grades will be recorded for courses in which the student is currently registered. A student wishing to officially withdraw must do so at least 15 class days prior to the end of the quarter. If a student stops attending and does not properly withdraw, other grades will be recorded.

## **COURSE WAIVERS**

Consideration of course waivers is done on an individual basis. Waivers will generally be approved only under circumstances in which a student has been unable to schedule a specific course during the student's tenure at MVTC, due to conditions created by Missoula Vocational Technical Center. A course waiver form, available from the Registrar's Office, must be initiated by the student. The Registrar's Office will then submit the form to the Assistant Director for action. The Assistant Director will contact the chairperson of the department which offers the program in which the student is enrolled. The Department Chairperson will provide a recommendation as to approval/disapproval. The Assistant Director will decide whether or not to approve the course waiver. The Registrar's Office will inform the student as to action taken on the course waiver request.

## **OUT-DATED COURSE WORK**

Courses completed at Missoula Vocational Technical Center will not satisfy program completion requirements if they have been taken more than seven years prior to program completion. In addition, such course work will have no adverse impact on the receipt of financial aid.

## **STUDENT PROGRESS STANDARDS**

It is the belief of Missoula Vocational Technical Center personnel that each student is unique and learns at an individual pace; however, guidelines are necessary to insure that students progress at a reasonable rate of speed and at a reasonable level of achievement.

## GRADE POINT AVERAGE

A student's level of academic performance is determined through the calculation of a grade-point-average (GPA). The total number of grade points is divided by the total number of credits that have a grade point value. Only "A", "B", "C", "D", "F", and "X" grades will be used when computing grade point averages.

Grade points are not awarded for grades "I", "P", "NP", "CH", "L", "T" and "W". These grades more appropriately reflect a status of credits and are not in a true sense grades.

## ACADEMIC PROGRESS

All programs at Missoula Vocational Technical Center have specific course requirements to be completed for graduation. These courses are to be completed in a defined sequence; however, if Missoula Vocational Technical Center enrolls new students in a particular program more than one time during the same academic year, the sequence of course requirements may vary from group to group. If the defined sequence is not followed, students may find it necessary to attend longer because of limited course availability.

Each program is a certain number of quarters in length. Students should complete the program in the number of quarters listed; however, for a variety of reasons, some students may not keep to the time schedule. To ensure students progress at a reasonable rate of speed and at a reasonable level of achievement, academic progress standards are defined.

Students enrolled in Practical Nursing, Respiratory Therapy Technology or Surgical Technology must pass all required courses and attain a cumulative grade point average of 2.00 to enter the clinical phase of training.

The first quarter any student does not receive a 2.00 grade point average, a warning that progress has been less than satisfactory will be issued. Corrective steps include, but are not limited to, counseling, advising a reduction in credit load, enrolling in a basic education course, tutoring, or possibly a change in program.

Students receiving less than a 2.00 grade point average for the second consecutive quarter will be placed on probation. Students on probation should seek assistance from the counseling staff in developing a plan of action aimed at improving progress.

Students receiving less than a 2.00 grade point average for the third consecutive quarter will be suspended for a quarter before being considered for readmission. Readmission will be on a probationary status, requiring a 2.00 grade point average each subsequent quarter of enrollment.

Students failing to meet these standards will again be subject to suspension. Readmission must be initiated through the Student Services Supervisor. Any future enrollment will be on a probationary status.

Should a student believe suspension from school was without cause or in a capricious manner, the student may file a grievance with the Student Services Supervisor. The grievance procedure as outlined in the "Student Bill of Rights, Responsibilities and Conduct" section of this catalog shall be followed.

## TITLE IV RECIPIENTS

The above standards must be adhered to by all Missoula Vocational Technical Center students. Students receiving financial aid under a "Title IV" Program must adhere to additional academic progress standards.

Students receiving aid under a "Title IV" Program such as Pell Grant, Supplemental Grant, College Work Study, Guaranteed Student Loan, etc., become ineligible for such aid if they are on academic probation at Missoula Vocational Technical Center. To become eligible again for financial aid after losing such aid for the quarter of probation, a student must have been enrolled on at least a half-time basis and have earned a 2.00 minimum grade point average for the quarter of probation.

Title IV recipients must complete certificate requirements within a specific amount of time if they are to remain eligible. This amount of time is double the program length as stated in the catalog. For example, the Clerk Typist program is listed as being three quarters in length, therefore, Title IV Aid recipients will have six quarters to complete this program. Consecutive quarter attendance is not mandatory and in many cases not possible, i.e., summer quarter for most programs.

Title IV Aid recipients will undergo academic progress evaluations at the end of every three academic quarters in attendance. They shall have completed the minimum course work to remain eligible to receive Title IV financial aid. The minimum course work is defined as the percentage of course work represented by the number of increments (3 quarters = 1 increment) completed compared to the maximum time frame set by Missoula Vocational Technical Center. For example, the maximum time frame allowed to complete the Clerk Typist program is six quarters. Title IV aid recipients will have to successfully complete one-half of the work required for the Clerk Typist Certificate by the end of the third quarter.

If a Title IV student enrolls and then officially withdraws, that quarter will not count as part of the maximum time allowance for program completion.

It is the policy of Missoula Vocational Technical Center to fund students only once for each course attempted.

Enrollment in a course as a "listener" will not count towards hour requirements for receipt of financial aid. In addition, the contact hour values of courses successfully "transferred" will not count towards hour requirements for receipt of Federal and state financial aid.

Students withdrawing prior to the end of a quarter will repay on a prorated basis funds received under Title IV assistance programs. The amount of repayment will be based upon the number of days remaining in the quarter for which the student was funded.

## **DROP/ADD**

Students may drop courses during the first 25 days of the course if the course is a full-quarter course, or the first 15 days of the course if the course is a half-quarter course. Drop/Adds are permissible up to mid-quarter for the purpose of changing sections of the same course. Drop/Adds may be permitted after the deadline date in cases of extreme need and must be initiated through the Registrar's Office. Courses being dropped or added must be approved by the Registrar's Office. Drop/Add forms are available from the Registrar's Office. Incomplete and/or incorrect Drop/Adds will not be processed.

## **STUDENT INFORMATION CHANGE**

A change in any information listed below will necessitate the use of a change form by the student involved:

- |            |            |         |                 |
|------------|------------|---------|-----------------|
| 1. Address | 2. Program | 3. Name | 4. Phone Number |
|------------|------------|---------|-----------------|

Change forms are available in the Admissions Office and should be returned to the Admissions office by the student.

## **PROGRAM TRANSFERS**

It is the policy of Missoula Vocational Technical Center to allow students to transfer from one program to another. Currently enrolled students wishing to transfer from one program to another must complete new MVTC applications specifying program choices. The applications must be submitted to the Admissions Office for consideration. The dates the applications are received by the Admissions Office determines the applicant's priority for acceptance. All students wishing to change programs must receive prior approval from the Admissions Officer.

## **REQUIREMENTS FOR COMPLETION/GRADUATION**

All students enrolling at MVTC have specific course requirements to complete for graduation. The courses listed in the current catalog at the time of enrollment are those students must complete. If students transfer to other programs, the course requirements for those programs listed in the current catalog at the time of transfer must be completed. If students discontinue attendance, other than the normal summer quarter break for specified programs, the course requirements listed in the current catalog at the time of the students return must be completed.

On occasion, current program course requirements will be modified. When this occurs students may complete either the old program requirements or the new program requirements. In the event previously required courses are no longer offered, students may substitute similar courses or request course waivers, whichever is deemed most appropriate by the Registrar.

## **CERTIFICATE OF COMPLETION**

In order to receive a Certificate of Completion, students must have passed all required courses. In addition, a grade point average of 2.00 in required courses is necessary. Students fulfilling completion requirements for programs must submit Applications for Certificate during their last quarter of enrollment. This form is available from the Registrar's Office. Students neglecting to submit this application to the Registrar's Office will not receive certificates.

## **GRADUATION CEREMONY**

A formal graduation exercise is held at the end of spring quarter of each year to recognize and honor those students who have completed program requirements the previous summer, fall or winter quarters and those who expect to complete program requirements at the end of spring quarter. Those students wishing to participate in the graduation ceremony should contact the Registrar's Office spring quarter.

# HEALTH OCCUPATIONS PROFESSIONAL EXAMINATION REQUIREMENTS

Upon completion of either the Practical Nursing, Surgical Technology, or Respiratory Therapy Technology program, students are expected to write professional examinations. Students are responsible for filing required forms, associated fees, and grade transcripts. General requirements for examination applicants are listed below.\*

## **Practical Nursing Examination Applicants must:**

1. Be a minimum of 18 years of age.
2. Be graduates of approved/accredited schools.
3. Submit applications for licensure to the Board of Nursing for the state in which they wish to be licensed.
4. Submit applications for examination to the National Council Licensing Examination for Nursing (NCLEX).
5. Request the MVTC Registrar's Office to send a grade transcript showing graduation date to the appropriate board of nursing.
6. Write the examination (the testing center for Montana is Helena, and examinations are currently written in April and October).

## **Respiratory Therapy Technology Examination Applicants must:**

1. Be a minimum of 18 years of age.
2. Be graduates of approved/accredited schools.
3. Submit examination applications to the National Board of Respiratory Care (NBRC).
4. Write the examination (the testing center for Montana is Bozeman, and examinations are currently written in March, July and December).

## **Surgical Technology Examination Applicants must:**

1. Submit examination applications to the National Association of Surgical Technologist, Inc.
2. Write the examination (the testing center for Montana is Butte, and examinations are currently written in September).

More information can be obtained by contacting the Health Occupations Chairperson.

\*All health occupations students must, in order to receive a "Certificate of Completion", submit an "Application for Completion" to the MVTC Admissions Office.

## COURSE REPEAT

Courses may be repeated to increase one's knowledge and/or grade point average. The grade and grade point value for the repeat course will replace the earlier grade and grade point value. The grade and accompanying information for a repeat course will be posted on the student's grade transcript for the quarter during which the repeat course was completed. Record of the earlier attempt will be deleted from the transcript.

Course repeats will not affect academic progress as it relates to recipients of federal and state financial aid.

Students wishing to repeat courses must receive prior approval from the Registrar. A Course Repeat form, available in the Registrar's Office, must be completed by students wishing to repeat courses. If the Course Repeat form is not properly completed and submitted, the grades and accompanying information for both course attempts will be posted on the student's grade transcript.

# PROGRAM OFFERINGS

## SUBJECT MATTER CLASSIFICATION AND COURSE NUMBERS

ACC	Accounting	MAT	All Mathematics
BDP	Business Data Processing	NUR	Nursing
BUS	Fashion, Retail	OPE	Operation
COM	All Communications	PWR	Power
CUL	Commercial Food Preparation	RES	Respiratory Therapy
DRT	Drive Trains		Technology
ELE	Electronics Technology	SCI	Science
FOR	Forestry Technology	SEC	Secretarial
GEN	General Education	SUR	Surgical Technology
HYD	Hydraulics	WEL	Welding Technology
MAC	Machine Shop		

Courses are generally classified according to their numbers as follows:

- 1-99 Courses designed to provide the student with improved academic and/or personal skills. These courses do not count toward graduation and usually do not carry credit.
- 100-199 Courses that are generally considered appropriate for grade level 13.
- 200-299 Courses that are generally considered appropriate for grade level 14.



Loren Flynn — Whitehall

Lynn Messick — Arlee

## ACCOUNTING/BOOKKEEPING

**OCCUPATIONAL DESCRIPTION:** Bookkeepers assist in maintaining the financial records of an establishment. They verify source documents; journalize transactions; post to ledgers; complete trial balances, worksheets, and financial statements; and close books. They are involved with payroll, control accounting, decision making and statement analysis. Bookkeepers also use the computer for inputting data to create accounting records and statements. They follow generally accepted accounting principles and apply them to sole proprietorships, partnerships and corporations.

**HELPFUL HIGH SCHOOL COURSES:** Bookkeeping, Business Math, Typing, Communications, Computers.

**RECOMMENDED PERSONAL TRAITS:** Interest in working with numbers, ability to be precise, preference for office work, ability to concentrate, interest in detail work.

**LENGTH OF PROGRAM—4 QUARTERS**



## AUTUMN, WINTER, OR SPRING ENTRY

AUTUMN ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

### COURSE NO. COURSE TITLES HOURS CREDITS

#### AUTUMN QUARTER

ACC 132	Accounting I	50	4
BUS 103	Principles of Business	50	5
COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 114	Keyboard Typing	50	2
		250	19

#### WINTER QUARTER

ACC 133	Accounting II	50	4
ACC 137	Accounting Applications I	50	2
BDP 101	Intro to Business Computers	50	4
GEN 116	Job Preparation	25	2
MAT 102	Calculators in Business	50	3
SEC 115	Typing I	50	3

#### SPRING QUARTER

ACC 134	Accounting III	50	4
ACC 136	Income Tax	25	2
ACC 138	Accounting Applications II	50	2
BUS 135	Business Law	50	4
COM 210	Communication Techniques	50	3
SEC 175	Office Procedures	50	3
		275	18

#### AUTUMN QUARTER

ACC 230	Computer Accounting Systems	50	3
ACC 235	Cost Accounting	50	4
ACC 239	Cost Accounting Applications	50	2
SEC 105	Filing	50	3
SEC 176	Model Office	50	2
		250	14

WINTER ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

### COURSE NO. COURSE TITLES HOURS CREDITS

#### WINTER QUARTER

ACC 132	Accounting I	50	4
BUS 103	Principles of Business	50	5
COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 114	Keyboard Typing	50	2
		250	19

#### SPRING QUARTER

ACC 133	Accounting II	50	4
ACC 137	Accounting Applications I	50	2
ACC 136	Income Tax	25	2
BUS 135	Business Law	50	4
MAT 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
		275	18

#### AUTUMN QUARTER

ACC 134	Accounting III	50	4
ACC 138	Accounting Applications II	50	2
BDP 101	Intro to Business Computers	50	4
COM 210	Communication Techniques	50	3
GEN 116	Job Preparation	25	2
SEC 175	Office Procedures	50	3
		275	18

#### WINTER QUARTER

ACC 230	Computer Accounting Systems	50	3
ACC 235	Cost Accounting	50	4
ACC 239	Cost Accounting Applications	50	2
SEC 105	Filing	50	3
SC 176	Model Office	50	2
		250	14

SPRING ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

### COURSE NO. COURSE TITLES HOURS CREDITS

#### SPRING QUARTER

ACC 132	Accounting I	50	4
BUS 103	Principles of Business	50	5
COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 114	Keyboard Typing	50	2
		250	19

#### AUTUMN QUARTER

ACC 133	Accounting II	50	4
ACC 137	Accounting Applications I	50	2
COM 210	Communication Techniques	50	3
GEN 116	Job Preparation	25	2
MAT 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
		275	17

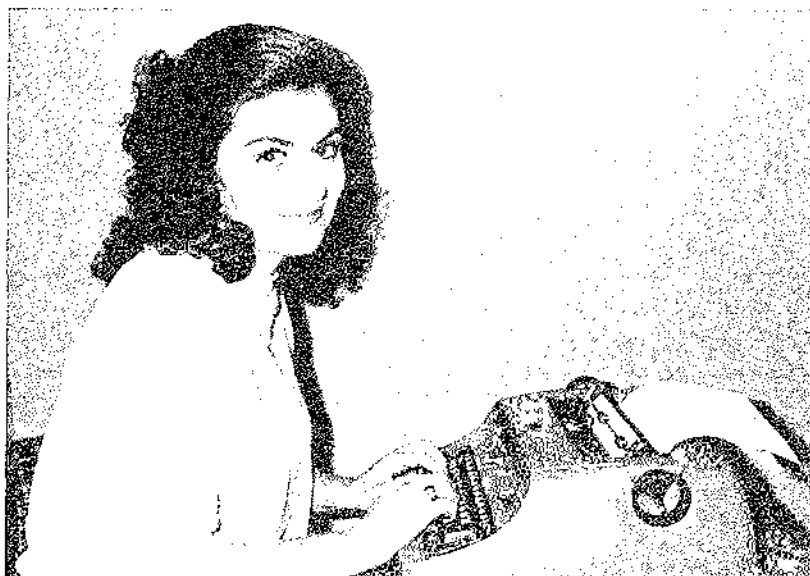
#### WINTER QUARTER

ACC 134	Accounting III	50	4
ACC 138	Accounting Applications II	50	2
BDP 101	Intro to Business Computers	50	4
SEC 105	Filing	50	3
SEC 175	Office Procedures	50	3
		250	16

#### SPRING QUARTER

ACC 130	Computer Accounting Systems	50	3
ACC 136	Income Tax	25	2
ACC 235	Cost Accounting	50	4
ACC 239	Cost Accounting Applications	50	2
BUS 135	Business Law	50	4
SEC 176	Model Office	50	2
		275	17

## CLERK TYPIST



Keeley Simmons — Hamilton

**OCCUPATIONAL DESCRIPTION:** Clerk Typists schedule appointments, use the telephone, greet visitors and route incoming mail. They type letters, memos, tables, forms, and reports and file correspondence. Some positions require the clerk typist to type from a voice recording or originate and edit documents on word processing equipment and do light recordkeeping.

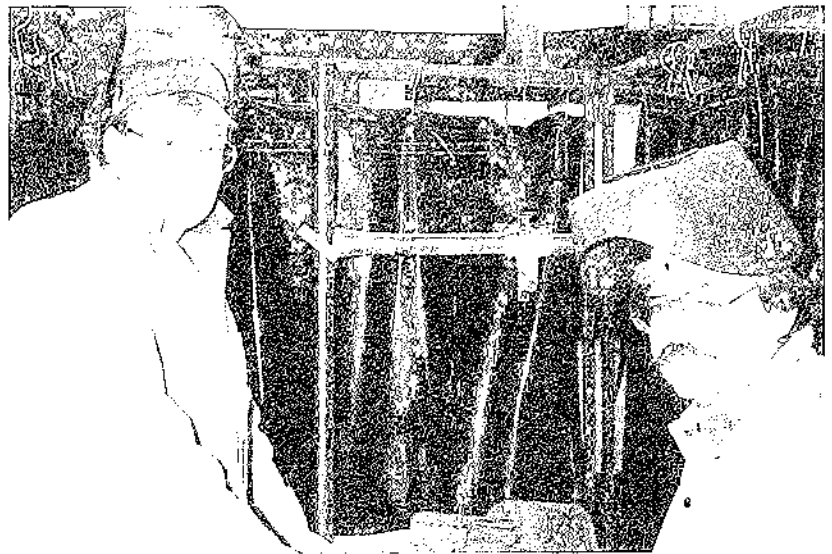
**HELPFUL HIGH SCHOOL COURSES:** Business Math, Bookkeeping, Typing, Communications, Computers, English.

**RECOMMENDED PERSONAL TRAITS:** Preference for office work, good eye-hand coordination, interest in working with office equipment, ability to concentrate.

### LENGTH OF PROGRAM—3 QUARTERS

**AUTUMN, WINTER, AND SPRING ENTRY** (If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS
<b>FIRST QUARTER</b>			
ACC 127	Secretarial Accounting	50	3
COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2
		250	16
<b>SECOND QUARTER</b>			
BDP 101	Intro to Business Computers	50	4
COM 210	Communication Techniques	50	3
GEN 116	Job Preparation	25	2
MAT 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
SEC 175	Office Procedures	50	3
		275	18
<b>THIRD QUARTER</b>			
BUS 103	Principles of Business	50	5
SEC 112	Word Processing I	25	1
SEC 113	Word Processing II	25	1
SEC 116	Typing II	50	3
SEC 120	Machine Transcription	50	2
SEC 176	Model Office	50	2
		250	14



## COMBINATION WELDING

Larry Scalese — Sunburst

Charles Stobaugh — Hardin

**OCCUPATIONAL DESCRIPTION:** The welding industry is diverse, encompassing manufacturing, fabrication and construction. Persons employed in the welding industry can and would be expected to lay out lengths, hole locations, angles, etc., according to blueprints and specifications. Using a variety of tools they prepare materials prior to welding. Using a variety of welding processes, they apply the proper filler metal, frequently in accordance with national standards or governing agency specifications. Related activities include testing and inspection of welded assemblies and/or welds, repair of welds, repair of welded assemblies and weld finishing, and grinding.

**HELPFUL HIGH SCHOOL COURSES:** Geometry, Welding, Drafting, Metals, Communications.

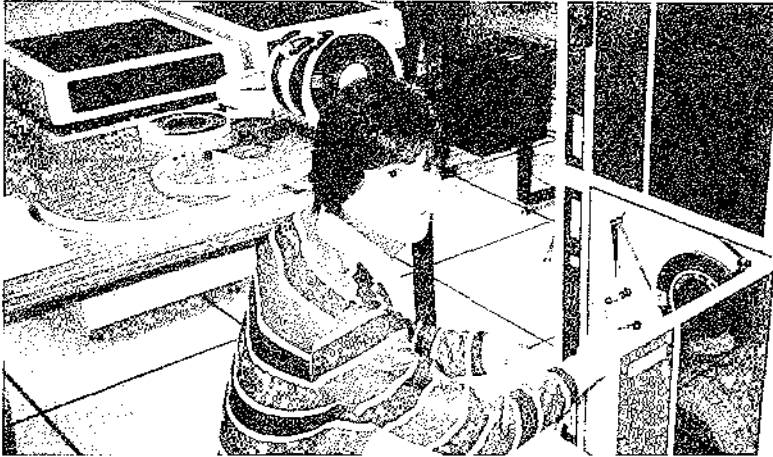
**RECOMMENDED PERSONAL TRAITS:** Good manual dexterity, good eyesight, interest in skilled physical work, healthy respiratory system.

### LENGTH OF PROGRAM—3 QUARTERS

**AUTUMN ENTRY** (If courses are not completed in the sequence specified, graduation may be delayed.)

<b>COURSE NO.</b>	<b>COURSE TITLES</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>AUTUMN QUARTER</b>			
GEN 115	Human Relations	25	2
GEN 116	Job Preparation	25	2
MAT 120	Trade Math	50	5
WEL 104	Welding Metallurgy	50	5
WEL 105	Welding I	200	6
		350	20
<b>WINTER QUARTER</b>			
MAC 115	Machine Shop	50	2
WEL 106	Welding II	200	8
WEL 110	Blueprint Reading & Development	100	5
		350	15
<b>SPRING QUARTER</b>			
WEL 107	Welding III	200	8
WEL 111	Layout	50	4
		250	12

# COMPUTER OPERATOR/PROGRAMMER



George Yobst — Missoula

**OCCUPATIONAL DESCRIPTION:** Programmers analyze business problems and needs; prepare flowcharts for solutions to problems; write detailed instructions called "programs" in specific computer languages; create test data for "debugging" programs; and work with users in implementing procedures for successful continuing program execution and program maintenance.

**HELPFUL HIGH SCHOOL COURSES:** Business, Communications, Typing, Accounting, Business Math, Computers.

**RECOMMENDED PERSONAL TRAITS:** Logical, interest in problem solving, preference for office work, ability as a self-starter.

## LENGTH OF PROGRAM—6 QUARTERS

### AUTUMN OR WINTER ENTRY

**AUTUMN ENTRY** (If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS
<b>AUTUMN QUARTER</b>			
BDP 102	Data Processing Math	50	4
BDP 105	Principles of Data Processing	50	5
BDP 121	BASIC	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 114	Keyboard Typing	50	2
		250	19

### AUTUMN QUARTER

BDP 224	Advanced COBOL	100	7
BDP 125	RPG II	100	7
MAT 102	Calculators in Business	50	3

250 17

### WINTER QUARTER

ACC 132	Accounting I	50	4
BDP 122	Advanced BASIC	100	7
BDP 142	Computer Operations	100	8
		250	19

### WINTER QUARTER

BDP 226	Advanced RPG II	100	7
BDP 293	Applied COBOL	100	3
BUS 103	Principles of Business	50	5

250 15

### SPRING QUARTER

ACC 131	Payroll Accounting	25	1
ACC 133	Accounting II	50	4
BDP 109	Data Processing Techniques	50	2
BDP 123	COBOL	100	7
COM 205	Technical Communications	50	5
		275	19

### SPRING QUARTER

BDP 228	Advanced Computer Techniques	100	7
BDP 294	Applied RPG II	100	3
GEN 116	Job Preparation	25	2

225 12

WINTER ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS
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#### WINTER QUARTER

BDP 102	Data Processing Math	50	4
BDP 105	Principles of Data Processing	50	5
BDP 105	BASIC	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 114	Keyboard Typing	50	2
		250	19

#### SPRING QUARTER

ACC 132	Accounting I	50	4
BDP 122	Advanced BASIC	100	7
BDP 142	Computer Operations	100	8
		250	19

#### AUTUMN QUARTER

ACC 131	Payroll Accounting	25	1
ACC 133	Accounting II	50	4
BDP 109	Data Processing Techniques	50	2
BDP 125	RPG II	100	7
MAT 102	Calculators in Business	50	3
		275	17

#### WINTER QUARTER

BDP 226	Advanced RPG II	100	7
BDP 294	Applied RPG II	100	3
BUS 103	Principles of Business	50	5
		250	15

#### SPRING QUARTER

BDP 123	COBOL	100	7
BDP 228	Advanced Computer Techniques	100	7
COM 205	Technical Communications	50	5
		250	19

#### AUTUMN QUARTER

BDP 224	Advanced COBOL	100	7
BDP 293	Applied COBOL	100	3
GEN 116	Job Preparation	25	2
		225	12

## DATA ENTRY/COMPUTER OPERATOR



Joni Swedberg — Great Falls

Mike Stacy — Stevensville

**OCCUPATIONAL DESCRIPTION:** Data Entry/Computer Operators monitor and control electronic data processing equipment with the aid of operating instructions (run book) and manufacturer supplied manuals. They schedule jobs, supervise data flow, balance reports against audit controls, maintain log books, and inventory computer supplies.

**HELPFUL HIGH SCHOOL COURSES:** Business, Communications, Typing, Accounting, Business Math, Computers.

**RECOMMENDED PERSONAL TRAITS:** Logical, interest in problem solving, preference for office work, ability as a self-starter.

### LENGTH OF PROGRAM—4 QUARTERS

### AUTUMN OR WINTER ENTRY

AUTUMN ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS
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#### AUTUMN QUARTER

BDP 105	Principles of Data Processing	50	5
BDP 110	Data Entry I	100	5
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 114	Keyboard	50	2

250 16

#### WINTER QUARTER

BDP 102	Data Processing Math	50	4
BDP 111	Data Entry II	50	3
BDP 121	BASIC	50	4
MAT 102	Calculators in Business	50	3
SEC 115	Typing I	50	3

250 17

#### SPRING QUARTER

ACC 132	Accounting I	50	4
BDP 142	Computer Operations	100	8
BUS 103	Principles of Business	50	5
COM 111	Business Communications	50	4

250 21

#### AUTUMN QUARTER

ACC 131	Payroll Accounting	25	1
BDP 291	Practicum	100	3
GEN 116	Job Preparation	25	2
SEC 105	Filing	50	3
SEC 112	Word Processing I	25	1
SEC 113	Word Processing II	25	1
SEC 116	Typing II	50	3

300 14

COURSE NO.	COURSE TITLES	HOURS	CREDITS
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#### WINTER QUARTER

BDP 105	Principles of Data Processing	50	5
BDP 110	Data Entry I	100	5
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 114	Keyboard	50	2

250 16

#### SPRING QUARTER

BDP 111	Data Entry II	50	3
COM 111	Business Communications	50	4
MAT 102	Calculators in Business	50	3
SEC 105	Filing	50	3
SEC 115	Typing I	50	3

250 16

#### AUTUMN QUARTER

ACC 132	Accounting I	50	4
BDP 102	Data Processing Math	50	4
BDP 121	BASIC	50	4
BUS 103	Principles of Business	50	5
GEN 116	Job Preparation	25	2
SEC 116	Typing II	50	3

275 22

#### WINTER QUARTER

ACC 131	Payroll Accounting	25	1
BDP 142	Computer Operations	100	8
BDP 291	Practicum	100	3
SEC 112	Word Processing I	25	1
SEC 113	Word Processing II	25	1

275 14

WINTER ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

## DINNER/FIRST COOK



Teri Johnson — Missoula

**OCCUPATIONAL DESCRIPTION:** A Dinner/First Cook is one who has a good understanding of food theory and preparation. He/she is knowledgeable of all basic cooking methods and preparations, as well as good sanitation and utilization of equipment. This person will store, prepare, cook and present a variety of foods from all stations/areas of the kitchen.

**HELPFUL HIGH SCHOOL COURSES:** Cooking, Communications, Business Math, Home Economics.

**RECOMMENDED PERSONAL TRAITS:** Good sense of taste and smell, ability to work under pressure, good hand-eye coordination, ability to stand for long periods, interest in working with others, ability to follow written instructions.



## LENGTH OF PROGRAM—3 QUARTERS

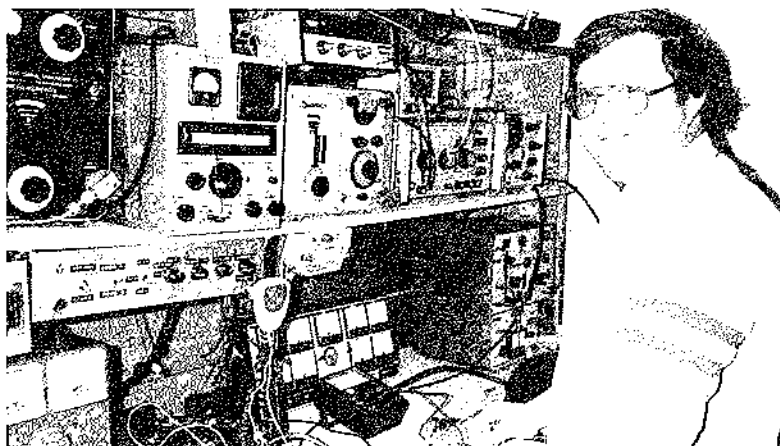
AUTUMN AND SPRING ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS
<b>FIRST QUARTER</b>			
CUL 151	Introduction to Foods	150	12
CUL 152	Food Production and Demonstration	100	3
MAT 153	Food Service Math	50	4
		300	19
<b>SECOND QUARTER</b>			
CUL 156	Dining Room Procedures	100	4
CUL 157	Pantry	100	4
CUL 158	Short Order Cooking	100	4
GEN 115	Human Relations	25	2
GEN 116	Job Preparation	25	2
		350	16

### THIRD QUARTER

CUL 160	Stocks, Soups, and Sauces	100	4
CUL 161	Meals and Vegetables	100	4
CUL 162	Storeroom Procedures	100	4
		300	12

## ELECTRONICS TECHNOLOGY



Mark Thraillkill — Victor

**OCCUPATIONAL DESCRIPTION:** Electronics technicians enter many industries where electronics is used to measure, record and control various industrial processes. Electronics Technicians assemble, install, operate, test and repair electronic equipment and systems used in manufacturing, power generation, oil exploration and environmental control. Emphasis is placed on theory, use and servicing of test equipment, industrial instruments, digital circuits, operational amplifiers, pneumatic and electronic controls, basic computer programming, and the use of microcomputers in industrial process control.

**HELPFUL HIGH SCHOOL COURSES:** Chemistry, Algebra, Trigonometry, Physics, Communications, Computers.

**RECOMMENDED PERSONAL TRAITS:** Like to work with others, interest in problem solving, good manual dexterity.

## LENGTH OF PROGRAM—6 QUARTERS

AUTUMN ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS
<b>AUTUMN QUARTER</b>			
ELE 101	Direct Current Theory	100	7
MAT 107	Math I	100	7
SCI 120	Physics I	50	5
		250	19

**WINTER QUARTER**

COM 205	Technical Communications	50	5
ELE 102	Alternating Current Theory	100	7
MAT 108	Math II	100	7
SCI 121	Physics II	50	5
		300	24

**SPRING QUARTER**

ELE 103	Semiconductor Circuits I	100	7
ELE 106	Logic and SemiConductor Switching Circuits	50	5
MAT 109	Math III	100	7
SCI 122	Physics III	50	5
		300	24

**AUTUMN QUARTER**

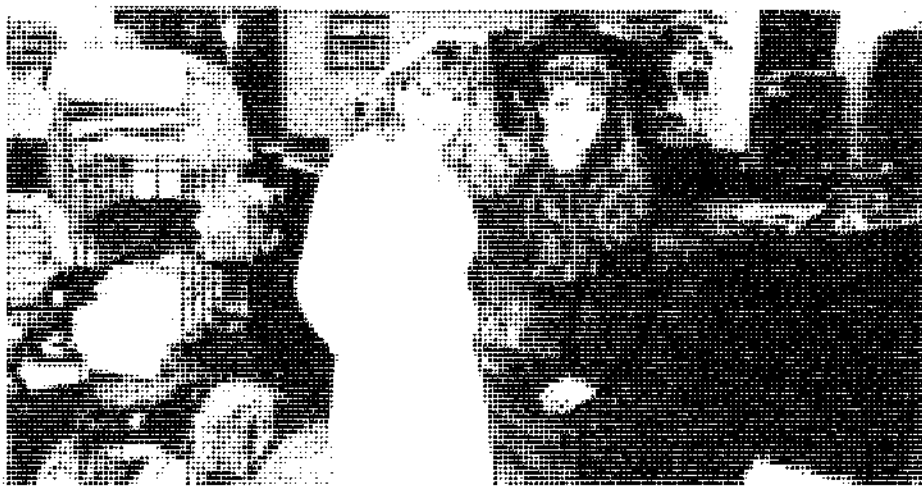
ELE 205	Semiconductor Circuits II	100	7
ELE 227	Computer Fundamentals	100	7
ELE 270	Electronic Communications	50	5
GEN 115	Human Relations	25	2
GEN 116	Job Preparation	25	2
		300	23

**WINTER QUARTER**

ELE 225	Microcomputer Programming I	50	3
ELE 228	Instrumentation I	100	7
ELE 232	Microprocessors I	100	7
ELE 234	Automatic Control I	50	5
		300	22

**SPRING QUARTER**

ELE 226	Microcomputer Programming II	50	3
ELE 229	Instrumentation II	100	7
ELE 233	Microprocessor II	100	7
ELE 235	Automatic Control II	50	5
		300	22

**FASHION MERCHANDISING**

Brenda Largis — Helena

Shannon Graham — Kalispell

**OCCUPATIONAL DESCRIPTION:** Individuals employed in fashion merchandising sell clothing and related accessories in department stores, specialty shops and boutiques. In addition, they may be responsible for arranging window and interior displays, ordering staple merchandise, invoicing and marking new merchandise, marking down sale merchandise, stocking, cashiering, customer service and general housekeeping. If one is in a managerial position, duties may also include preparing promotional releases for the local media; buying media time and space; coordinating fashion shows; hiring, evaluating, and training salespeople; bookkeeping; buying or ordering fashion merchandise; inventory management; preparing work schedules; and employee and customer relations.

**HELPFUL HIGH SCHOOL COURSES:** Business Math, Communications, Bookkeeping, Typing, Business, Art.

**RECOMMENDED PERSONAL TRAITS:** Interest in working with people, leadership ability, creativity, ability to easily relate with others, interest in selling.

**LENGTH OF OPTION—3 QUARTERS****AUTUMN OR WINTER ENTRY**

**AUTUMN ENTRY** (If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS
AUTUMN QUARTER			
BUS 105	Introduction to Fashion	50	5
BUS 111	Fashion Salesmanship	50	3
BUS 125	Principles of Marketing	50	5
BUS 179	Fashion Product Knowledge— Textiles	25	2
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 114	Keyboard Typing	50	2
		275	21

#### WINTER QUARTER

ACC 132	Accounting I	50	4
BUS 118	Retail Store Management	50	5
BUS 181	Fashion Product Knowledge— Line, Color, Design	50	5
BUS 113	Psychology of Selling	25	2
GEN 116	Job Preparation	25	2
MAT 133	Merchandise Math I	50	2
		250	20

#### SPRING QUARTER

BDP 101	Intro to Business Computers	50	4
BUS 124	Fashion Promotion	50	2
BUS 185	Entrepreneurship	50	5
COM 111	Business Communications	50	4
MAT 134	Merchandise Math II	50	3
		250	18

COURSE NO.	COURSE TITLES	HOURS	CREDITS
WINTER QUARTER			
BUS 118	Retail Store Management	50	5
BUS 181	Fashion Product Knowledge— Line, Color, Design	50	5
BUS 113	Psychology of Selling	25	2
GEN 115	Human Relations	25	2
MAT 133	Merchandise Math I	50	2
MAT 101	Applied Math	25	2
SEC 114	Keyboard Typing	50	2
		275	20

#### SPRING QUARTER

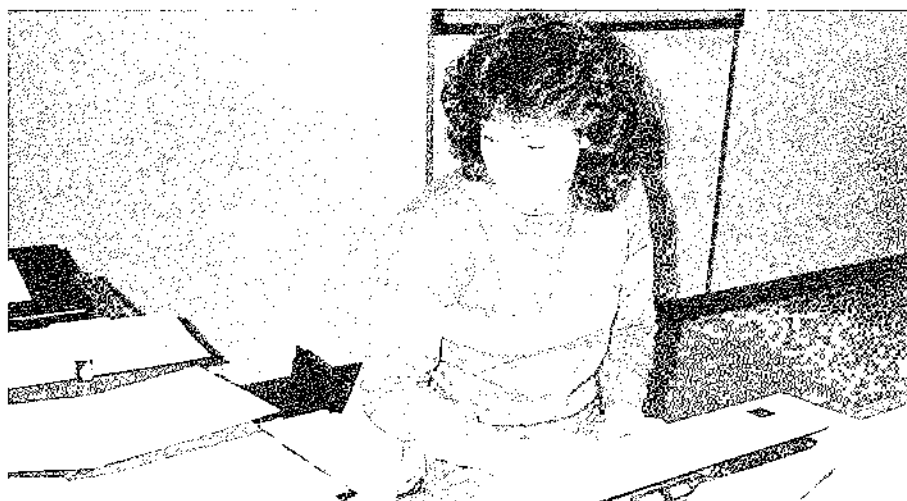
BDP 101	Intro to Business Computers	50	4
BUS 124	Fashion Promotion	50	2
BUS 185	Entrepreneurship	50	5
COM 111	Business Communications	50	4
MAT 134	Merchandise Math II	50	3
		250	18

#### AUTUMN QUARTER

ACC 132	Accounting I	50	4
BUS 105	Introduction to Fashion	50	5
BUS 111	Fashion Salesmanship	50	3
BUS 125	Principles of Marketing	50	
BUS 179	Fashion Product Knowledge— Textiles	25	2
GEN 116	Job Preparation	25	2
		250	21

WINTER ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

## GENERAL SECRETARY



Jo Collins — Philipsburg

**OCCUPATIONAL DESCRIPTION:** Secretarial personnel schedule appointments, use the telephone, greet visitors, read and route incoming mail, prepare outgoing mail and compose routine correspondence. They type letters, memos, tables, forms and reports; they file correspondence and assist in records management. Some jobs require secretarial personnel to take dictation in shorthand, to type from a voice recording, and/or originate and edit documents on word processing equipment.

**HELPFUL HIGH SCHOOL COURSES:** Business Math, Bookkeeping, Typing, Communications, Computers, English.

**RECOMMENDED PERSONAL TRAITS:** Preference for office work, good eye-hand coordination, interest in working with office equipment, ability to concentrate; ability to work with others.

## LENGTH OF PROGRAM—5 QUARTERS

AUTUMN ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

**COURSE NO. COURSE TITLES HOURS CREDITS**

**AUTUMN QUARTER**

COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2
SEC 140	Shorthand	50	5
		250	18

**AUTUMN QUARTER**

BUS 103	Principles of Business	50	5
GEN 116	Job Preparation	25	2
SEC 112	Word Processing I	25	1
SEC 120	Machine Transcription	50	2
SEC 243	Stenography III	100	5
		250	15

**WINTER QUARTER**

ACC 127	Secretarial Accounting	50	3
COM 210	Communication Techniques	50	3
MAT 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
SEC 141	Stenography I	50	4
		250	16

**WINTER QUARTER**

SEC 113	Word Processing II	25	1
SEC 125	Transcription/Text Editing	25	1
SEC 176	Model Office	50	2
SEC 223	Electronic Office	50	3
SEC 292	Coop/Practicum	100	3
		250	10

**SPRING QUARTER**

BDP 101	Intro to Business Computers	50	4
SEC 116	Typing II	50	3
BUS 135	Business Law	50	4
SEC 142	Stenography II	50	4
SEC 175	Office Procedures	50	3
		250	18

## HEAVY EQUIPMENT MECHANIC



Russell Stephenson — Troy

Wendal Baker — Baker

**OCCUPATIONAL DESCRIPTION:** Heavy Equipment Maintenance personnel are often found in the field maintaining heavy construction equipment, which may be either diesel or gasoline. They inspect, maintain, and repair engines, transmissions, torque converters, tracks, wheels, brakes, operating controls, hydraulic systems and electrical circuits. In addition, they do repairs utilizing welding and machining skills.

**HELPFUL HIGH SCHOOL COURSES:** Auto Mechanics, Communications, Welding, Small Engine Mechanics, Machine Shop, Basic Math, Electricity.

**RECOMMENDED PERSONAL TRAITS:** Interest in problem solving, good manual dexterity, interest in skilled physical work, ability to follow written instructions.

### AUTUMN OR WINTER ENTRY

GROUP A—AUTUMN ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

**COURSE NO. COURSE TITLES HOURS CREDITS**

**AUTUMN QUARTER**

MAT 120	Trade Math	50	5
PWR 140	Principles of Engines	200	10
WEL 165	Welding	100	4
		350	19

**WINTER QUARTER**

DRT 144	Drive Trains	100	6
GEN 115	Human Relations	25	2
GEN 116	Job Preparation	25	2
HYD 125	Hydraulics	100	6
PWR 142	Fuels, Carburetion and Fuel Systems	100	6
		350	22

**SPRING QUARTER**

DRT 146	Chassis	100	6
PWR 105	Electrical Systems	100	6
MAC 135	Machine Shop	100	3
		300	15

GROUP B—AUTUMN ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

**COURSE NO. COURSE TITLES HOURS CREDITS**

**AUTUMN QUARTER**

DRT 144	Drive Trains	100	6
MAC 135	Machine Shop	100	3
MAT 120	Trade Math	50	5
PWR 105	Electrical Systems	100	6
		350	20

**WINTER QUARTER**

GEN 115	Human Relations	25	2
GEN 116	Job Preparation	25	2
PWR 140	Principles of Engines	200	10
WEL 165	Welding	100	4
		350	18

**SPRING QUARTER**

DRT 146	Chassis	100	6
HYD 125	Hydraulics	100	6
PWR 142	Fuels, Carburetion and Fuel Systems	100	6
		300	180

WINTER ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

**COURSE NO. COURSE TITLES HOURS CREDITS**

**WINTER QUARTER**

GEN 115	Human Relations	25	2
GEN 116	Job Preparation	25	2
PWR 140	Principles of Engines	200	10
WEL 165	Welding	100	4
		350	18

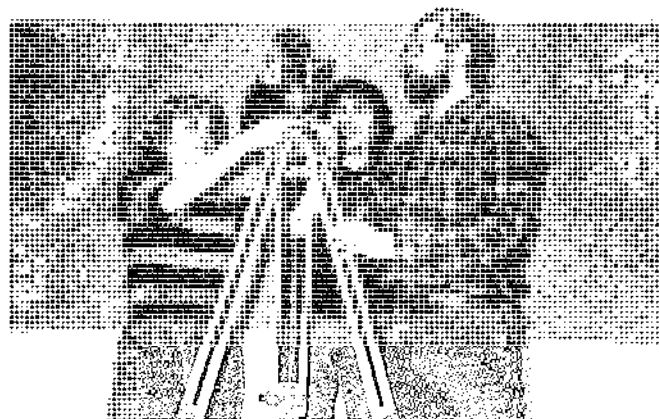
**SPRING QUARTER**

DRT 146	Chassis	100	6
HYD 125	Hydraulics	100	6
PWR 142	Fuels, Carburetion and Fuel Systems	100	6
		300	18

**AUTUMN QUARTER**

DRT 144	Drive Trains	100	6
MAC 135	Machine Shop	100	3
MAT 120	Trade Math	50	5
PWR 105	Electrical Systems	100	6
		350	20

## HEAVY EQUIPMENT OPERATION



Cheri Tindall — Seattle, WA

Willis Medicine Horse III — Crow Agency

William Steed — Helena

**OCCUPATIONAL DESCRIPTION:** Forestry, highway/heavy construction, mining industries, and city, county and state highway maintenance programs offer an exciting and progressive career for heavy equipment operators. Heavy equipment operators are responsible for the reshaping of the earth and have at their control the largest and most powerful machines in the world. A successful entry into an equipment operations career depends upon a

qualified and diverse education in the proper operation, maintenance and application of crawler tractors, motor graders, scrapers, front end loaders, excavators, trucks and other heavy equipment units. The successful operator also has an understanding of basic surveying techniques and extensive training in safety regulations and procedures.

**HELPFUL HIGH SCHOOL COURSES:** Communications, Geometry, Driver Education, Earth Science, Trigonometry, Welding.

**RECOMMENDED PERSONAL TRAITS:** Good eye-hand coordination, interest in outdoor work, preference for skilled physical work, interest in transient employment.

### LENGTH OF PROGRAM—3 QUARTERS

**AUTUMN ENTRY** (If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS
<b>AUTUMN QUARTER</b>			
MAT 120	Trade Math	50	5
OPE 104	Basic Surveying	100	5
OPE 106	Safety and Basic Controls	75	2
OPE 107	Operational Skill Building	75	2
OPE 113	Service and Maintenance	50	3
		350	17

#### SPRING QUARTER

OPE 105	Applied Surveying	50	3
OPE 108	Job Simulation	300	9
		350	12

#### WINTER QUARTER

GEN 115	Human Relations	25	2
GEN 116	Job Preparation	25	2
OPE 117	Advanced Service & Maintenance	100	3
OPE 128	Industry & Special Equipment	100	7
WEL 155	Welding/Machine Shop	100	3
		350	17



Shari Lindberg — Clearbrook, MN

## INFORMATION PROCESSING

**OCCUPATIONAL DESCRIPTION:** Information processing personnel utilize electronic equipment to generate, edit, print, transmit and store a variety of correspondence, financial tables, reports, data files, and other records; they handle the movement of words, symbols, or numbers from the origination of an idea to its final destination.

**HELPFUL HIGH SCHOOL COURSES:** Business Math, Typing, Computers, Communications, English.

**RECOMMENDED PERSONAL TRAITS:** Preference for office work, interest in working with data, good eye-hand coordination, good eyesight, interest in work with office equipment.

### LENGTH OF PROGRAM—4 QUARTERS

**AUTUMN, WINTER, AND SPRING ENTRY** (If courses are not completed in the sequence specified, graduation may be delayed.)



**COURSE NO. COURSE TITLES HOURS CREDITS**

**FIRST QUARTER**

BUS 103	Principles of Business	50	5
COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2

250 18

**SECOND QUARTER**

BDP 101	Intro to Business Computers	50	4
BDP 110	Data Entry I	100	5
COM 210	Communication Techniques	50	3
SEC 115	Typing I	50	3

250 15

**THIRD QUARTER**

BDP 111	Data Entry II	50	3
GEN 116	Job Preparation	25	2
SEC 112	Word Processing I	25	1
SEC 116	Typing II	50	3
SEC 120	Machine Transcription	50	2
SEC 175	Office Procedures	50	3

250 14

**FOURTH QUARTER**

ACC 127	Secretarial Accounting	50	3
MAT 102	Calculators in Business	50	3
SEC 113	Word Processing II	25	1
SEC 125	Transcription/Text Editing	25	1
SEC 176	Model Office	50	2
SEC 233	The Electronic Office	50	3

250 13

## KITCHEN PRODUCTION MANAGER



James Harris — Bessemer, AL

**OCCUPATIONAL DESCRIPTION:** A Kitchen Production Manager's responsibilities are in the areas of purchasing and preparing and cooking food, along with supervising, planning menus, cost controls, and participating in managerial decisions.

**HELPFUL HIGH SCHOOL COURSES:** Cooking, Communications, Business Math, Home Economics.

**RECOMMENDED PERSONAL TRAITS:** Good sense of taste and smell, ability to work under pressure, good hand-eye coordination, ability to stand for long periods, interest in working with others, ability to follow written instructions.

### LENGTH OF PROGRAM—6 QUARTERS

**AUTUMN AND SPRING ENTRY** (If courses are not completed in the sequence provided, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS
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#### FIRST QUARTER

CUL 151	Introduction to Foods	150	12
CUL 152	Food Production and Demonstration	100	3
MAT 153	Food Service Math	50	4
		300	19

#### SECOND QUARTER

CUL 156	Dining Room Procedures	100	4
CUL 157	Pantry	100	4
CUL 158	Short Order Cooking	100	4
GEN 115	Human Relations	25	2
GEN 116	Job Preparation	25	2
		350	16

#### THIRD QUARTER

CUL 160	Stocks, Soups, and Sauces	100	4
CUL 161	Meats and Vegetables	100	4
CUL 162	Storeroom Procedures	100	4
		300	12

#### FOURTH QUARTER

CUL 165	Bakeshop	250	11
MAT 166	Business Math	50	5
		300	16

#### FIFTH QUARTER

CUL 270	Purchasing Procedures & Cost Controls	100	5
CUL 271	Menu Layout, Design, & Analysis	100	5
CUL 272	Sanitation Management	30	3
SEC 114	Keyboard Typing	50	2
		280	15

#### SIXTH QUARTER

BDP 101	Intro to Business Computers	50	4
CUL 280	Supervisory Techniques	150	9
CUL 290	Professional Meat Cutting	30	3
CUL 295	Nutrition	30	3
		260	18

## LEGAL SECRETARY (Accounting Emphasis)



Connie Torno — Cutbank

**OCCUPATIONAL DESCRIPTION:** Legal Secretaries schedule appointments, use the telephone, greet visitors, read and route incoming mail, prepare outgoing mail and compose routine correspondence. They type letters, memos, tables, forms and reports; they file correspondence and assist in records management. Some jobs require secretarial personnel to type from a voice recording, and/or originate and edit documents on word processing equipment. In addition to these duties, legal secretaries prepare and type legal documents and pleadings from dictated instructions, and follow legal office procedures.

**HELPFUL HIGH SCHOOL COURSES:** Business Math, Bookkeeping, Typing, Communications, Computers, English.

**RECOMMENDED PERSONAL TRAITS:** Preference for office work, good eye-hand coordination, interest in working with office equipment, ability to concentrate.

### LENGTH OF PROGRAM—6 QUARTERS

**AUTUMN ENTRY** (If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS
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#### AUTUMN QUARTER

COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2
SEC 179	Legal Terminology	50	3
		250	16

#### WINTER QUARTER

BUS 103	Principles of Business	50	5
COM 210	Communication Techniques	50	3
MAT 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
SEC 180	Legal Office Procedures	50	4
		250	18

#### SPRING QUARTER

BDP 101	Intro to Business Computers	50	4
SEC 116	Typing II	50	3
SEC 177	Litigation	50	4
SEC 183	Legal Transcription I	100	4
		250	15

#### AUTUMN QUARTER

ACC 132	Accounting I	50	4
GEN 116	Job Preparation	25	2
SEC 112	Word Processing I	25	1
SEC 113	Word Processing II	25	1
SEC 120	Machine Transcription	50	2
SEC 175	Office Procedures	50	3
SEC 278	Real Estate	25	2
		250	15

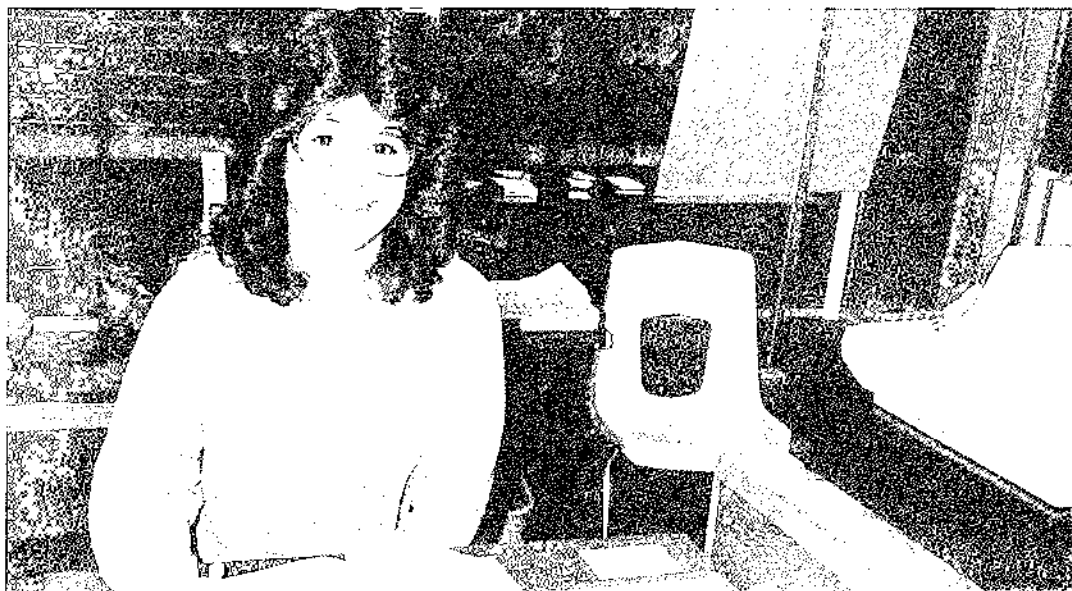
#### WINTER QUARTER

ACC 133	Accounting II	50	4
ACC 137	Accounting Applications I	50	2
SEC 284	Legal Transcription II	100	4
SEC 285	Family Law	25	2
SEC 288	Probate and Wills	25	2
		250	14

#### SPRING QUARTER

BUS 135	Business Law	50	4
SEC 176	Model Office	50	2
SEC 287	Collections & Bankruptcy	25	2
SEC 289	Corporations and Partnerships	25	2
SEC 292	Coop/Practicum	100	3
		250	13

## LEGAL SECRETARY (Shorthand Emphasis)



Tina Johnson — Polson

**OCCUPATIONAL DESCRIPTION:** Legal Secretaries schedule appointments, use the telephone, greet visitors, read and route incoming mail, prepare outgoing mail and compose routine correspondence. They type letters, memos, tables, forms and reports; they file correspondence and assist in records management. Some jobs require secretarial personnel to take dictation in shorthand, to type from a voice recording, and/or originate and edit documents on word processing equipment. In addition to these duties, legal secretaries prepare and type legal documents and pleadings from dictated instructions, and follow legal office procedures.

HELPFUL HIGH SCHOOL COURSES; Business Math, Bookkeeping, Typing, Communications, Computers, English.

RECOMMENDED PERSONAL TRAITS: Preferences for office work, good eye-hand coordination, interest in working with office equipment, ability to concentrate.

### LENGTH OF PROGRAM—6 QUARTERS

AUTUMN ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

#### COURSE NO. COURSE TITLES HOURS CREDITS

##### AUTUMN QUARTER

BUS 103	Principles of Business	50	5
COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 114	Keyboard Typing	50	2
SEC 179	Legal Terminology	50	3
		250	18

##### WINTER QUARTER

COM 210	Communication Techniques	50	3
MAT 102	Calculators in Business	50	3
SEC 105	Filing	50	3
SEC 115	Typing I	50	3
SEC 180	Legal Office Procedures	50	4
		250	16

##### SPRING QUARTER

BDP 101	Intro to Business Computers	50	4
SEC 116	Typing II	50	3
SEC 177	Litigation	50	4
SEC 183	Legal Transcription I	100	4
		250	15

##### AUTUMN QUARTER

ACC 127	Secretarial Accounting	50	3
GEN 116	Job Preparation	25	2
SEC 112	Word Processing I	25	1
SEC 113	Word Processing II	25	1
SEC 140	Shorthand	50	5
SEC 175	Office Procedures	50	3
SEC 278	Real Estate	25	2
		250	17

##### WINTER QUARTER

SEC 141	Stenography I	50	4
SEC 176	Model Office	50	2
SEC 284	Legal Transcription II	100	4
SEC 285	Family Law	25	2
SEC 288	Probate and Wills	25	2
		250	14

##### SPRING QUARTER

BUS 135	Business Law	50	4
SEC 142	Stenography II	50	4
SEC 287	Collections & Bankruptcy	25	2
SEC 289	Corporations and Partnerships	25	2
SEC 292	Coop/Practicum	100	3
		250	15

## MEDICAL RECEPTIONIST



Darla Canon — Red Lodge

OCCUPATIONAL DESCRIPTION: Medical Receptionists answer the telephone and information requests, keep records of callers, make appointments and interview people to secure required data as well as performing other clerical duties that may be part of the position responsibilities. These duties are performed in a doctor's office or other medical facility.

HELPFUL HIGH SCHOOL COURSES: Business Math, Bookkeeping, Typing, Communications, Computers, English.

RECOMMENDED PERSONAL TRAITS: Preference for office work, good eye-hand coordination, interest in working with office equipment, ability to concentrate.

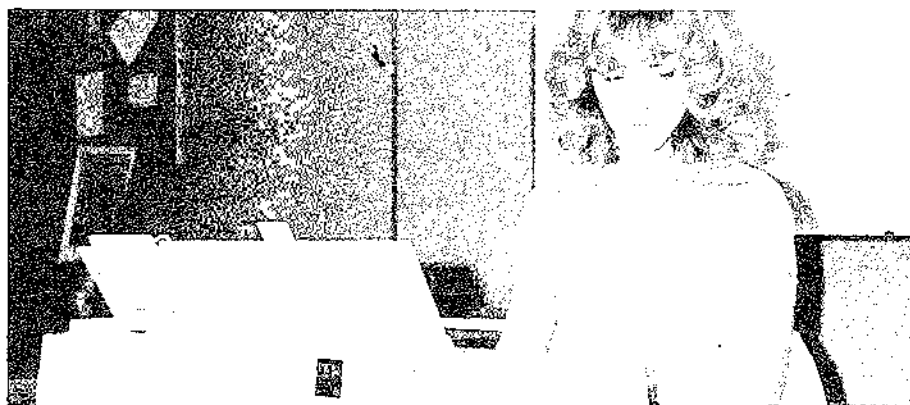
### LENGTH OF PROGRAM—3 QUARTERS AUTUMN, WINTER, OR SPRING ENTRY

AUTUMN AND WINTER ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.

COURSE NO	COURSE TITLES	HOURS	CREDITS	COURSE NO	COURSE TITLES	HOURS	CREDITS
FIRST QUARTER				SPRING QUARTER			
COM 111	Business Communications	50	4	COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2	GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2	MAT 101	Applied Math	25	2
SEC 105	Filing	50	3	SEC 114	Keyboard Typing	50	2
SEC 114	Keyboard Typing	50	2	SEC 150	Medical Terminology I	50	4
SEC 150	Medical Terminology I	50	4	SEC 161	Medical Office Procedures I	50	3
		250	17			250	17
SECOND QUARTER				AUTUMN QUARTER			
COM 210	Communication Techniques	50	3	COM 210	Communication Techniques	50	3
GEN 116	Job Preparation	25	2	GEN 116	Job Preparation	25	2
MAT 102	Calculators in Business	50	3	MAT 102	Calculators in Business	50	3
SEC 115	Typing I	50	3	SEC 115	Typing I	50	3
SEC 161	Medical Office Procedures I	50	3	SEC 162	Medical Office Procedures II	50	3
SEC 175	Office Procedures	50	3	SEC 175	Office Procedures	50	3
		275	17			275	17
THIRD QUARTER				WINTER QUARTER			
ACC 127	Secretarial Accounting	50	3	ACC 127	Secretarial Accounting	50	3
BDP 101	Intro to Business Computers	50	4	BDP 101	Intro to Business Computers	50	4
BUS 103	Principles of Business	50	5	BUS 103	Principles of Business	50	5
SEC 116	Typing II	50	3	SEC 105	Filing	50	3
SEC 162	Medical Office Procedures II	50	3	SEC 116	Typing II	50	3
SEC 176	Model Office	50	2	SEC 176	Model Office	50	2
		300	20			300	20

SPRING ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.

## MEDICAL SECRETARY



Nancy Goeddertz — Kalispell

OCCUPATIONAL DESCRIPTION: Medical Secretaries schedule appointments, use the telephone, greet visitors, read and route incoming mail, prepare outgoing mail and compose routine correspondence. They type letters, memos, tables, forms and reports; they file correspondence and assist in records management. Some jobs require secretarial personnel to type from a voice recording, and/or originate and edit documents on word processing equipment. In addition to these duties, medical secretaries transcribe medical histories and reports, maintain medical records and forms, and follow medical office procedures.

HELPFUL HIGH SCHOOL COURSES: Business Math, Bookkeeping, Typing, Communications, Computers, English.

RECOMMENDED PERSONAL TRAITS: Preference for office work, good eye-hand coordination, interest in working with office equipment, ability to concentrate.

## LENGTH OF PROGRAM—5 QUARTERS

### AUTUMN, WINTER, AND SPRING ENTRY

AUTUMN ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

#### COURSE NO. COURSE TITLES HOURS CREDITS

##### AUTUMN QUARTER

COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2
SEC 150	Medical Terminology I	50	4

250 17

##### WINTER QUARTER

BUS 103	Principles of Business	50	5
COM 210	Communication Techniques	50	3
SEC 115	Typing I	50	3
SEC 161	Medical Office Procedures I	50	3
SEC 175	Office Procedures	50	3

250 17

##### SPRING QUARTER

BDP 101	Intro to Business Computers	50	4
GEN 116	Job Preparation	25	2
SEC 116	Typing II	50	3
SEC 151	Medical Terminology II	50	4
SEC 154	Anatomy & Physiology I	50	4
SEC 162	Medical Office Procedures II	50	3

275 20

##### AUTUMN QUARTER

ACC 127	Secretarial Accounting	50	3
MAT 102	Calculators in Business	50	3
SEC 112	Word Processing I	25	1
SEC 176	Model Office	50	2
SEC 252	Medical Terminology III	50	4
SEC 255	Anatomy & Physiology II	50	4

275 17

##### WINTER QUARTER

SEC 156	Medical Transcription I	100	4
SEC 253	Medical Terminology IV	50	5
SEC 292	Coop/Practicum	100	3

250 12

WINTER ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

#### COURSE NO. COURSE TITLES HOURS CREDITS

##### WINTER QUARTER

COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2
SEC 150	Medical Terminology I	50	4

250 17

##### SPRING QUARTER

SEC 115	Typing I	50	3
SEC 151	Medical Terminology II	50	4
SEC 154	Anatomy and Physiology I	50	4
SEC 161	Medical Office Procedures I	50	3
SEC 175	Office Procedures	50	3

250 17

##### AUTUMN QUARTER

BDP 101	Intro to Business Computers	50	4
GEN 116	Job Preparation	25	2
SEC 116	Typing II	50	3
SEC 162	Medical Office Procedures II	50	3
SEC 252	Medical Terminology III	50	4
SEC 255	Anatomy and Physiology II	50	4

275 20

##### WINTER QUARTER

ACC 127	Secretarial Accounting	50	3
COM 210	Communication Techniques	50	3
MAT 102	Calculators in Business	50	3
SEC 112	Word Processing I	25	1
SEC 176	Model Office	50	2
SEC 253	Medical Terminology IV	50	5

275 17

##### SPRING QUARTER

BUS 103	Principles of Business	50	5
SEC 156	Medical Transcription I	100	4
SEC 292	Coop/Practicum	100	3

250 12

SPRING ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

##### SPRING QUARTER

COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2
SEC 150	Medical Terminology I	50	4

250 17

##### AUTUMN QUARTER

MAT 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
SEC 175	Office Procedures	50	3
SEC 252	Medical Terminology III	50	4
SEC 255	Anatomy and Physiology II	50	4

250 17



**WINTER QUARTER**

BDP 101	Intro to Business Computers	50	4
COM 210	Communications Techniques	50	3
GEN 116	Job Preparation	25	2
SEC 116	Typing II	50	3
SEC 161	Medical Office Procedures I	50	3
SEC 253	Medical Terminology IV	50	5
		275	20

**AUTUMN QUARTER**

BUS 103	Principles of Business	50	5
SEC 156	Medical Transcription I	100	4
SEC 292	Coop/Practicum	100	3
		250	12

**SPRING QUARTER**

ACC 127	Secretarial Accounting	50	3
SEC 112	Word Processing I	25	1
SEC 151	Medical Terminology II	50	4
SEC 162	Medical Office Procedures II	50	3
SEC 176	Model Office	50	2
SEC 154	Anatomy and Physiology I	50	4
		275	17

**MEDICAL TRANSCRIPTIONIST**

Beverly Dobak — Frenchtown

**OCCUPATIONAL DESCRIPTION:** Medical Transcriptionists carry out general and administrative duties in a medical facility, including general secretarial responsibilities as well as the transcription of medical histories and reports. Duties may include maintaining medical records and performing other medical office procedures.

**HELPFUL HIGH SCHOOL COURSES:** Business Math, Bookkeeping, Typing, Communications, Computers, English.

**RECOMMENDED PERSONAL TRAITS:** Preference for office work, good eye-hand coordination, interest in working with office equipment, ability to concentrate.

**LENGTH OF PROGRAM—6 QUARTERS****AUTUMN, WINTER, AND SPRING ENTRY**

**AUTUMN ENTRY** (If courses are not completed in the sequence specified, graduation may be delayed.)

<b>COURSE NO.</b>	<b>COURSE TITLES</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>AUTUMN QUARTER</b>			
COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2
SEC 150	Medical Terminology I	50	4
		250	17

# WINTER QUARTER

ACC 127	Secretarial Accounting	50	3
COM 210	Communication Techniques	50	3
MAT 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
SEC 161	Medical Office Procedures I	50	3
		250	15

# SPRING QUARTER

BDP 101	Intro to Business Computers	50	4
SEC 116	Typing II	50	3
SEC 151	Medical Terminology II	50	4
SEC 154	Anatomy and Physiology I	50	4
SEC 162	Medical Office Procedures II	50	3
		250	18

# AUTUMN QUARTER

GEN 116	Job Preparation	25	2
SEC 156	Medical Transcription I	100	4
SEC 175	Office Procedures	50	3
SEC 252	Medical Terminology III	50	4
SEC 255	Anatomy and Physiology II	50	4
		275	17

# WINTER QUARTER

SEC 112	Word Processing I	25	1
SEC 113	Word Processing II	25	1
SEC 176	Model Office	50	2
SEC 253	Medical Terminology IV	50	5
SEC 257	Medical Transcription II	100	4
		250	13

# SPRING QUARTER

BUS 103	Principles of Business	50	5
SEC 125	Transcription/Text Editing	25	1
SEC 258	Medical Transcription III	100	4
SEC 292	Coop/Practicum	100	3
		275	13

WINTER ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

# COURSE NO COURSE TITLES HOURS CREDITS

# WINTER QUARTER

COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2
SEC 150	Medical Terminology I	50	4
		250	17

# SPRING QUARTER

MAT 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
SEC 151	Medical Terminology II	50	4
SEC 154	Anatomy and Physiology I	50	4
SEC 161	Medical Office Procedures I	50	3
		250	17

# AUTUMN QUARTER

BDP 101	Intro to Business Computers	50	4
SEC 116	Typing II	50	3
SEC 162	Medical Office Procedures II	50	3
SEC 252	Medical Terminology III	50	4
SEC 255	Anatomy and Physiology II	50	4
		250	18

# WINTER QUARTER

COM 210	Communication Techniques	50	3
GEN 116	Job Preparation	25	2
SEC 175	Office Procedures	50	3
SEC 253	Medical Terminology IV	50	5
SEC 156	Medical Transcription I	100	4
		275	17

# SPRING QUARTER

ACC 127	Secretarial Accounting	50	3
SEC 112	Word Processing I	25	1
SEC 113	Word Processing II	25	1
SEC 176	Model Office	50	2
SEC 257	Medical Transcription II	100	4
		250	11

# AUTUMN QUARTER

BUS 103	Principles of Business	50	5
SEC 125	Transcription/Text Editing	25	1
SEC 258	Medical Transcription III	100	4
SEC 292	Coop/Practicum	100	3
		275	13

SPRING ENTRY (If courses are not completed in the sequence specified, graduation may be delayed.)

# COURSE NO COURSE TITLES HOURS CREDITS

# SPRING QUARTER

COM 111	Business Communications	50	4
GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2
SEC 105	Filing	50	3
SEC 114	Keyboard Typing	50	2
SEC 150	Medical Terminology I	50	4
		250	17

# AUTUMN QUARTER

MAT 102	Calculators in Business	50	3
SEC 115	Typing I	50	3
SEC 175	Office Procedures	50	3
SEC 252	Medical Terminology III	50	4
SEC 255	Anatomy and Physiology II	50	4
		250	17

# WINTER QUARTER

ACC 127	Secretarial Accounting	50	3
BDP 101	Intro to Business Computers	50	4
SEC 116	Typing II	50	3
SEC 161	Medical Office Procedures I	50	3
SEC 253	Medical Terminology IV	50	5
		250	18

# SPRING QUARTER

COM 210	Communication Techniques	50	3
GEN 116	Job Preparation	25	2
SEC 151	Medical Terminology II	50	4
SEC 154	Anatomy and Physiology I	50	4
SEC 156	Medical Transcription I	100	4
		275	17

# AUTUMN QUARTER

SEC 112	Word Processing I	25	1
SEC 113	Word Processing II	25	1
SEC 162	Medical Office Procedures II	50	3
SEC 176	Model Office	50	2
SEC 257	Medical Transcription II	100	4
		250	11

#### WINTER QUARTER

BUS 103	Principles of Business	50	5
SEC 125	Transcription/Text Editing	25	1
SEC 258	Medical Transcription III	100	4
SEC 292	Coop/Practicum	100	3
		275	13



Lisa Haugen — Waterloo Tammy Homme — Terry Lori Berard — Stevensville

## PRACTICAL NURSING

**OCCUPATIONAL DESCRIPTION:** Licensed Practical Nurses care for persons needing assistance in meeting physical, emotional or educational needs. They provide this care in homes, physicians' offices, hospitals, rehabilitation settings or extended care facilities. They function under the direction of the registered nurses or physicians. They make, record and report pertinent observations, working with all age groups. They also perform skilled technical procedures, administer medications and give basic client care. They must pass a State Board of Nursing examination in order to be licensed.

**HELPFUL HIGH SCHOOL COURSES:** Biology, Chemistry, Anatomy and Physiology, Communications, Math.

**RECOMMENDED PERSONAL TRAITS:** Interest in working as a team member, good grooming habits, ability to work under pressure, enjoyment of people, high regard for human life.

### LENGTH OF PROGRAM—4 QUARTERS

**ENTRY ANY QUARTER** (If courses are not completed in the sequence specified, graduation may be delayed.)

#### COURSE NO. COURSE TITLES HOURS CREDITS

##### FIRST QUARTER

MAT 122	Math for Nursing	50	3
NUR 115	Nutrition	25	2
NUR 230	Nursing Needs of People in Illness I	125	8
SCI 101	Basic Science	100	7
		300	20

##### SECOND QUARTER

NUR 203	Conditions of Illness	100	9
NUR 231	Nursing Needs of People in Illness II	75	4
NUR 235	Drugs and Their Administration	75	6
NUR 240	Care of Mother and Newborn	25	2
NUR 245	Care of Children	25	2
		300	23

##### THIRD QUARTER

GEN 115	Human Relations	25	2
NUR 291	Clinical Experience I	350	12
		375	14

##### FOURTH QUARTER

GEN 116	Job Preparation	25	2
NUR 292	Clinical Experience II	350	12
		275	14

## RESPIRATORY THERAPY TECHNOLOGY



Kevin Orrino — Anaconda

Dawn Bimell — Missoula

**OCCUPATIONAL DESCRIPTION:** Respiratory Therapy Technicians administer respiratory therapy care and life support to patients with deficiencies and abnormalities of the cardiopulmonary system (heart and lungs) under the supervision of physicians or therapists. They set up and operate devices such as respirators, mechanical ventilators, therapeutic gas administration apparatus, environmental control systems and aerosol generators. Duties include treating patients with breathing machines in order to deliver medication directly into the lungs. Technicians will be involved in most medical emergencies that involve shock, heart attacks, chest injuries and asthma. A national test must be passed to become a certified Respiratory Therapy Technician.

**HELPFUL HIGH SCHOOL COURSES:** Biology, Chemistry, Anatomy and Physiology, Math, Communications.

**RECOMMENDED PERSONAL TRAITS:** Interest in working as a team member, good grooming habits, ability to work under pressure, enjoyment of people, high regard for human life.

### LENGTH OF PROGRAM—4 QUARTERS

**WINTER ENTRY** (If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS
WINTER QUARTER			
GEN 115	Human Relations	25	2
RES 121	Medical Terminology	25	2
RES 129	Nursing Skills	50	3
RES 130	Preclinical Instruction	150	10
SCI 101	Basic Science	100	7
		350	24

#### AUTUMN QUARTER

RES 233	Clinical Instruction III	20	2
RES 242	Clinical Topics III	30	3
RES 293	Clinical Experience III	320	10
		370	15

#### SPRING QUARTER

RES 140	Clinical Topics I	20	2
RES 191	Clinical Experience I	190	6
RES 195	Respiratory Laboratory I	50	2
RES 202	Respiratory Physiology	40	4
RES 225	Pharmacology	40	4
RES 231	Clinical Instruction I	20	2
		360	20

#### SUMMER QUARTER

GEN 116	Job Preparation	25	2
RES 192	Clinical Experience II	270	9
RES 197	Respiratory Laboratory II	50	2
RES 232	Clinical Instruction II	20	2
RES 241	Clinical Topics II	20	2
		385	17

## RETAIL MERCHANDISING



Vicki Sullivan — Butte

**OCCUPATIONAL DESCRIPTION:** Persons who work in the retailing field are primarily involved in sales and supportive tasks in establishments engaged in selling merchandise to customers for personal, household, business or farm use. Specific duties include the recording of sales and ordering, pricing, stocking and displaying merchandise in all types of retail operations.

**HELPFUL HIGH SCHOOL COURSES:** Business, Communications, Bookkeeping, Art, Typing, Business Math.

**RECOMMENDED PERSONAL TRAITS:** Interest in working with people, creativity, ability to easily relate with others, leadership ability, interest in selling.

### LENGTH OF OPTION—3 QUARTERS

#### AUTUMN OR WINTER ENTRY

**AUTUMN ENTRY** (If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS	COURSE NO.	COURSE TITLES	HOURS	CREDITS
<b>AUTUMN QUARTER</b>				<b>WINTER QUARTER</b>			
ACC 132	Accounting I	50	4	BUS 113	Psychology of Selling	25	2
BUS 112	Retail Salesmanship	50	3	BUS 118	Retail Store Management	50	5
BUS 125	Principles of Marketing	50	5	BUS 143	Principles of Management	50	5
GEN 115	Human Relations	25	2	GEN 115	Human Relations	25	2
MAT 101	Applied Math	25	2	MAT 101	Applied Math	25	2
SEC 114	Keyboard Typing	50	2	MAT 133	Merchandise Math I	50	2
		250	18	SEC 114	Keyboard Typing	50	2
						275	20
<b>WINTER QUARTER</b>				<b>SPRING QUARTER</b>			
BUS 113	Psychology of Selling	25	2	BDP 101	Intro to Business Computers	50	4
BUS 118	Retail Store Management	50	5	BUS 123	Retail Promotion	50	2
BUS 143	Principles of Management	50	5	BUS 185	Entrepreneurship	50	5
COM 111	Business Communications	50	4	MAT 134	Merchandise Math II	50	3
GEN 116	Job Preparation	25	2	SEC 135	Business Law	50	4
MAT 133	Merchandise Math I	50	2			250	18
		250	20				
<b>SPRING QUARTER</b>				<b>AUTUMN QUARTER</b>			
BDP 101	Intro to Business Computers	50	4	ACC 132	Accounting I	50	4
BUS 123	Retail Promotion	50	2	BUS 112	Retail Salesmanship	50	3
BUS 185	Entrepreneurship	50	5	BUS 125	Principles of Marketing	50	5
MAT 134	Merchandise Math II	50	3	COM 111	Business Communications	50	4
SEC 135	Business Law	50	4	GEN 116	Job Preparation	25	2
		250	18			225	18

**WINTER ENTRY** (If courses are not completed in the sequence specified, graduation may be delayed.)

## SMALL ENGINE MECHANIC



Audrey Porter — Billings

Randy Pigman — Hamilton

**OCCUPATIONAL DESCRIPTION:** Small Engine Mechanics repair and maintain two- and four-stroke gasoline engines used to power such machines as chain saws, lawn mowers, motorcycles, outboard motors, snowmobiles and trimmers. They replace or repair parts such as piston rings, bearings, electrical and carburetion components; perform tune-ups and other service and maintenance work.

**HELPFUL HIGH SCHOOL COURSES:** Basic Math, Auto Mechanics, Welding, Machine Shop, Electricity, Small Engine Repair, Communications.

**RECOMMENDED PERSONAL TRAITS:** Interest in problem solving, ability to follow written instructions, preference for working with hands, good manual dexterity.

### LENGTH OF PROGRAM—3 QUARTERS

**AUTUMN ENTRY** (If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS
<b>AUTUMN QUARTER</b>			
GEN 115	Human Relations	25	2
GEN 116	Job Preparation	25	2
MAC 115	Machine Shop	50	2
MAT 120	Trade Math	50	5
PWR 101	Principles of Small Engines	50	5
PWR 170	Engine Service I	150	5
		350	21

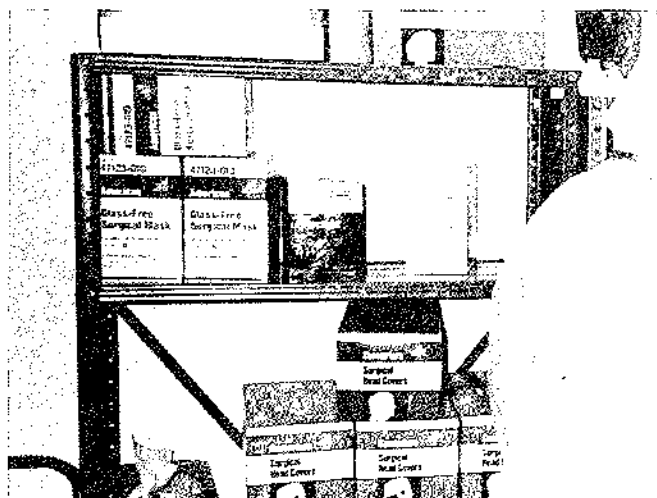
#### WINTER QUARTER

PWR 107	Electrical Systems	100	8
PWR 130	Fuels, Lubricants & Carburetion	50	4
PWR 171	Engine Service II	200	6
		350	18

#### SPRING QUARTER

PWR 150	Troubleshooting & Tune-Up	100	5
PWR 172	Engine Service III	150	5
WEL 165	Welding	100	4
		350	14

## SURGICAL TECHNOLOGY



Kim Lapp — Terry



Kathi Schenk — Billings

**OCCUPATIONAL DESCRIPTION:** Surgical Technicians perform any combination of the following tasks before, during, and after surgery under the supervision of physicians or registered nurses: wash, shave, and prepare surgical areas of patients; don caps and masks to perform the surgical scrub; don sterile gowns and gloves; arrange instruments, sutures, and sponges on a Mayo stand and back table; help surgical team don gowns and gloves; adjust lights and other equipment as directed; pass surgical instruments to physicians for a variety of surgical procedures; count sponges, needles, and instruments used during surgery; hold retractors and cut sutures as directed during surgery; wash and sterilize used equipment using germicides, autoclave, and gas sterilizers; and clean the operating room. Surgical technicians may choose to take the national examination to become certified.

**HELPFUL HIGH SCHOOL COURSES:** Biology, Anatomy and Physiology, Communications.

**RECOMMENDED PERSONAL TRAITS:** Interest in working as a team member, good grooming habits, ability to work under pressure, enjoyment of people, high regard for human life.

### LENGTH OF PROGRAM—3 QUARTERS

**AUTUMN ENTRY** (If courses are not completed in the sequence specified, graduation may be delayed.)

COURSE NO.	COURSE TITLES	HOURS	CREDITS
<b>AUTUMN QUARTER</b>			
GEN 115	Human Relations	25	2
GEN 116	Job Preparation	25	2
SCI 101	Basic Science	100	7
SUR 102	Safe Patient Care and Operating Room Techniques	70	6
SUR 104	Introduction and Orientation	10	1
SUR 191	Clinical Experience I	20	1
		250	19

#### WINTER QUARTER

SUR 105	Surgical Procedures	100	10
SUR 192	Clinical Experience II	250	8
		350	18

#### SPRING QUARTER

SUR 106	Advanced Surgical Procedures	20	2
SUR 193	Clinical Experience III	330	11
		350	13

# COURSE DESCRIPTIONS

## **ACC 127 SECRETARIAL ACCOUNTING**

Hours: 50 Credits: 3

Prerequisite(s): None

This course will provide the student with an introduction to double-entry accounting with an emphasis on service businesses. It contains entry analysis, journalizing, posting, trial balance, worksheet, financial statements, and closing procedures. A variety of practice sets provide experiences related to the student's program.

## **ACC 131 PAYROLL ACCOUNTING**

Hour: 25 Credits: 1

Prerequisite(s): ACC 132

Payroll Accounting introduces the students to payroll records utilized in business, as well as to laws governing the elements of payroll. A comprehensive payroll project is done using current rates.

## **ACC 132 ACCOUNTING I**

Hours: 50 Credits: 4

Prerequisite(s): None

Basic double-entry accounting is introduced. Emphasis on analysis, journalizing, posting, trial balance, worksheet, financial statements and closing procedures. Includes accruals, deferrals, accounting systems, and cash control. A practice set is completed, and integrated accounting on microcomputers is introduced.

## **ACC 133 ACCOUNTING II**

Hours: 50 Credits: 4

Prerequisite(s): ACC 132

An expansion of Accounting I involving receivables, inventories, plant and intangible assets, expanded liabilities, price level changes, and concepts and principles. Partnerships, corporations, long-term liabilities and investments together with consolidated statements, statements of analysis and control for department and branches along with other reports complete the course. A practice set is done, also projects on the microcomputer.

## **ACC 134 ACCOUNTING III**

Hours: 50 Credits: 4

Prerequisite(s): ACC 133

Conclusion of the basic accounting sequence, including introduction to cash accounting; job order, process and standard. Statement of changes in financial position and reporting changes in price levels are also introduced.

## **ACC 136 INCOME TAX**

Hours: 25 Credits: 2

Prerequisite(s): None

This course involves information on tax laws plus preparation of common individual tax returns. Up-to-date forms and schedules will be used.

## **ACC 137 ACCOUNTING APPLICATIONS I**

Hours: 50 Credits: 2

Prerequisite(s): ACC 132, concurrent with ACC 133

Half of this course is payroll accounting where the student will be introduced to payroll computations and records used in businesses. Laws governing payroll will be discussed. The lab portion of this course is designed to give the student planned auxiliary activities and support and reinforcement for ACC 133, Accounting II.

## **ACC 138 ACCOUNTING APPLICATIONS II**

Hours: 50 Credits: 2

Prerequisite(s): ACC 133; Concurrent with ACC 134

This course is designed to give the student planned auxiliary activities and support and reinforcement for ACC 134, Accounting III.

## **ACC 230 COMPUTER ACCOUNTING SYSTEMS**

Hours: 50 Credits: 3

Prerequisite(s): ACC 133

This course provides hands-on experience for the student to use the capabilities of the microcomputer for accounting applications. Activities will include setting up and using accounting spread sheets for calculating and forecasting purposes.

## **ACC 235 COST ACCOUNTING**

Hours: 50 Credits: 4

Prerequisite(s): ACC 134

This course covers flow of costs, job order and job process cost systems, standard costs, average and direct costing as well as lost units, by products, and joint products. Analysis of cost behavior is included, as well as a practice set.

## **ACC 239 COST ACCOUNTING APPLICATIONS**

Hours: 50 Credits: 2

Prerequisite(s): ACC 134; Concurrent with ACC 235

This course is designed to give the student planned auxiliary activities and support and reinforcement for ACC 235, Cost Accounting.

## **BDP 101 INTRODUCTION TO BUSINESS COMPUTERS**

Hours: 50 Credits: 4

Prerequisite(s): SEC 114

An introduction to computers from the user standpoint. An application is followed from the creation of input to the interpretation of output. Modern concepts of transaction-oriented processing with related appropriate vocabulary are stressed along with some hands-on experience.

## **BDP 102 DATA PROCESSING MATH**

Hours: 50 Credits: 4

Prerequisite(s): BDP 105 or concurrent

Presentation of the principles and development of numeric and logic skills for the needs of business-oriented data processing students. Exercising the students minds to think in terms of these principles. Illustrate and describe fundamental business problems together with descriptive terms commonly used with such problems. Presentation of elementary concepts in business-oriented problem solving by computer.

## **BDP 105 PRINCIPLES OF DATA PROCESSING**

Hours: 50 Credits: 5

Prerequisite(s): None

An introduction to the field of data processing including history, terminology, basic concepts, unit records systems, multiprocessing systems, programming, current developments, implications, and applications.

## **BDP 109 DATA PROCESSING TECHNIQUES**

Hours: 50 Credits: 2

Prerequisite(s): BDP 105

Designed to provide computer operators and programmers with a thorough understanding of the responsibilities and duties of data entry functions in data processing installations. Students will be provided hands-on experience using diskette, on-line, and microcomputer equipment. Minimum course requirements will necessitate demonstration of working knowledge of all equipment, program construction, and proper data entry techniques.

## **BDP 110 DATA ENTRY I**

Hours: 100 Credits: 5

Prerequisite(s): SEC 114 or Concurrent

Designed to provide the student with a thorough understanding of responsibilities and duties of data entry operation in a data processing installation. Students will be provided hands-on experience using on-line, diskette, and microcomputer data entry and verification equipment. Minimum course requirements will necessitate preparation of programs for the various equipment and entering data at a rate of at least 10,000 keystrokes per hour. Emphasis is on speed and accuracy.



**BDP 111 DATA ENTRY II**

Hours: 50 Credits: 3

Prerequisite(s): BDP 110

In-depth training in advanced data entry techniques and preparation of the students for jobs as data entry operators. The student will be provided hands-on experience with numerous job applications using various data entry techniques and equipment. Emphasis is on production capability. The student will be provided knowledge of data entry concepts, use of computers in business, data entry systems and procedures, and preparation for a career in data processing.

**BDP 121 BASIC**

Hours: 50 Credits: 4

Prerequisite(s): BDP 102 and 105 or concurrent

Introduction to problem solving through the use of the computer using the BASIC language. Provide insight as to the applications of the computer systems, its basic logic and arithmetic process.

**BDP 122 ADVANCED BASIC**

Hours: 100 Credits: 7

Prerequisite(s): BDP 121; BDP 142 or concurrent

Introduction to the unique features such as file structure and organization of the disc operating system for the particular computer that students will be working with.

**BDP 123 COBOL**

Hours: 100 Credits: 7

Prerequisite(s): BDP 122

Applications of computers in business data processing using the program language COBOL. Emphasis is on the logic of this language and use of the "structured approach."

**BDP 125 RPG II**

Hours: 100 Credits: 7

Prerequisite(s): BDP 122

RPG II is a fixed logic programming language designed for business applications and printed reports using batch interactive processing. Basic RPG II programming concepts are presented with emphasis on problem definition program coding, keying, testing, debugging, documentation and execution.

**BDP 142 COMPUTER OPERATIONS**

Hours: 100 Credits: 8

Prerequisite(s): BDP 105

Extended orientation to the hardware functions and operations of a modern generation computer, and a detailed introduction to the operating system and its use by a computer operator. Hands-on operation and actual computer observation will be emphasized to afford students a realistic situation. Emphasis is placed on providing students with the knowledge and techniques necessary to effectively utilize the various essential hardware devices and disc systems software options.

**BDP 224 ADVANCED COBOL**

Hours: 100 Credits: 7

Prerequisite(s): BDP 123

A continuation of COBOL programming. Emphasis is on such concepts as tables, subroutine, sort, and IMAGE data base. Simulated business application will be programmed preparing the student for employment as a COBOL programmer.

**BDP 226 ADVANCED RPG II**

Hours: 100 Credits: 7

Prerequisite(s): BDP 125

Advanced RPG II introduces concepts of table/array handling, exception output, multiple file processing, and interactive programming. Simulated business applications will be programmed preparing the student for employment as an RPG II programmer. Related IBM and RPG III concepts will be introduced, as well as a 4th generation language.

**BDP 228 ADVANCED COMPUTER TECHNIQUES**

Hours: 100 Credits: 7

Prerequisite(s): BDP 123 or BDP 125

Presentation of system analysis and application design techniques. Illustration of classical data manipulation concepts. Actual systems design of a simulated business will take place as far as planning, input design, output design, and file descriptions, along with analysis of what programs would need to be written.

**BDP 291 PRACTICUM**

Hours: 100 Credits: 3

Prerequisite(s): Instructor's Consent

Data entry/computer operations practicum attempts to bring greater relevancy to formal instruction through on-the-job training in the community. Students receive credit for their work and are supervised on the job by the employer and school personnel. This experience increases their skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism.

**BDP 293 APPLIED COBOL**

Hours: 100 Credits: 3

Prerequisite(s): BDP 123, BDP 224 or concurrent

Provides a job-like experience which attempts to bring greater relevancy to the formal instruction in the COBOL programming language.

**BDP 294 APPLIED RPG II**

Hours: 100 Credits: 3

Prerequisite(s): BDP 125, BDP 226 or concurrent

Provides a job-like experience which attempts to bring greater relevancy to the formal instruction in the RPG II programming language.

**BUS 103 PRINCIPLES OF BUSINESS**

Hours: 50 Credits: 5

Prerequisite(s): None

This course will introduce the student to the world of business. There are three parts to this process. The first part describes the American business system and provides an introduction to capitalism and the economic environment. The second part examines the operation of business including the types of business organizations, management, marketing, production, labor, and financing. Part three deals with business-government relations.

**BUS 105 INTRODUCTION TO FASHION**

Hours: 50 Credits: 5

Prerequisite(s): None

This course introduces the student to the fashion world, with emphasis placed on the industry's history and trends. The student will study past and present designers and their influences on the fashion industry. Fashion students will learn retail terminology, business practices unique to fashion, and the impact of societal values and standards on fashion. This class will also include field visits to various retail establishments in the Missoula area.

**BUS 111 FASHION SALESMANSHIP**

Hours: 50 Credits: 3

Prerequisite(s): None

Course content includes the steps in opening, presenting, demonstrating, handling objections, and closing the sale. Special emphasis is given to selling points and benefits specific to fashion merchandise.

**BUS 112 RETAIL SALESMANSHIP**

Hours: 50 Credits: 3

Prerequisite(s): None

Course content includes the steps in opening, presenting, demonstrating, handling objections, and closing the sale. Special emphasis is given to selling points and benefits specific to retail merchandise.

**BUS 113 PSYCHOLOGY OF SELLING**

Hours: 25 Credits: 2

Prerequisite(s): None

Psychology of selling not only teaches a salesperson what works, it also explains why it works. The broad objective of the course is to help people grow through the process of helping them critique their own behavior. The course gives the student the criteria by which he/she can analyze their own experience as a means of growth, rather than just having experiences.

**BUS 118 RETAIL STORE MANAGEMENT**

Hours: 50 Credits: 5

Prerequisite(s): None

Examines the philosophy, concept, and techniques used in the overall plan that guides the firm—a framework of action for a retail establishment.

**BUS 123 RETAIL PROMOTION**

Hours: 50 Credits: 2

Prerequisite(s): None

This course is designed to give the retailing students hands-on experience in planning promotions for retail businesses. The students will plan promotion campaigns, work with advertising budgets, make decisions about medias to be used for particular campaigns, design floor space, create sign packages and learn display techniques. Students will also learn how to conduct in-store seminars about special services or products offered by particular stores.

**BUS 124 FASHION PROMOTION**

Hours: 50 Credits: 2

Prerequisite(s): None

This course is designed to give the fashion students hands-on experience in planning promotions for retailing businesses. The students will plan promotion campaigns, work with advertising budgets, make decisions about medias to be used for particular campaigns, design floor space, create sign packages and learn display techniques. Students will also learn how to conduct in-store seminars about special services or products offered by particular stores. Fashion students will learn how to plan fashion shows.

**BUS 125 PRINCIPLES OF MARKETING**

Hours: 50 Credits: 5

Prerequisite(s): None

The course will expose the student to the numerous marketing activities that are necessary to provide people with satisfying goods and services. Some examples include the consumer buying decision process, the organizational buying decision process, and generic branding.

**BUS 135 BUSINESS LAW**

Hours: 50 Credits: 4

Prerequisite(s): None

An overview of laws governing contracts, sales, agency, partnership, corporations, real property, personal property, and bankruptcy.

**BUS 143 PRINCIPLES OF MANAGEMENT**

Hours: 50 Credits: 5

Prerequisite(s): None

The current management theories to effectively utilize human and material resources to achieve the organization's objectives will be emphasized. Topics covered will include leadership styles and techniques, effective communication approaches, managing time, decision making, delegation, and the basic functions of supervisory and middle management skills when working with superiors, colleagues, and subordinates.

**BUS 179 FASHION KNOWLEDGE—TEXTILES**

Hours: 25 Credits: 2

Prerequisite(s): None

The designed is specifically designed to give the fashion student a working knowledge of textiles. The student will learn: how the textile industry operates, the production of fibers from raw materials to finished products, fiber and fabric identification, the care of fabrics, garment construction, and consumer laws relevant to the textile industry.

**BUS 181 FASHION PRODUCT KNOWLEDGE—LINE, COLOR & DESIGN**

Hours: 50 Credits: 5

Prerequisite(s): None

This course is designed to orient students to the elements of line, color, and design in fashion apparel. The specific areas that will be covered include: fashion silhouettes, body shapes and proportions, the principles of color, current fashion trends, wardrobing, hair, and make up. The emphasis is placed on creating a "total" look and the projection of an image for the customer as well as self.

**BUS 185 ENTREPRENEURSHIP**

Hours: 50 Credits: 5

Prerequisite(s): MAT 133

Entrepreneurship is intended as an introductory course for students exposure as yet to business or business courses. The course is designed to provide such students with an overview of the skill areas and business principles needed to start and operate a small business. The course examines several different types of businesses, since many of the students do not have clearly defined plans.

**COM 055 PREVOCATIONAL READING**

Hours: 50 Credits: 0

Prerequisite(s): None

A course designed to measure and upgrade reading skills to a minimum level that is required by the specific program options. Reading activities are directly related to materials the student will use in course work and practical work experience.

**COM 111 BUSINESS COMMUNICATIONS**

Hours: 50 Credits: 4

Prerequisite(s): None

This course emphasizes the language principles most applicable in the business and work world. Rules and conventions that enhance or impair communications between people are highlighted. Practice material is provided to help students apply the rules. Students will further develop their communications skills using basic writing principles in creating business correspondence.

**COM 205 TECHNICAL COMMUNICATIONS**

Hours: 50 Credits: 5

Prerequisite(s): None

An introduction to technical writing, including writing letters and a research paper. There will be an emphasis on the use of clear, correct, straight forward language in writing, and on the correct use and placement of graphs and tables to enhance reader understanding.

**COM 210 COMMUNICATION TECHNIQUES**

Hours: 50 Credits: 3

Prerequisite(s): None

This course is designed to help entry-level employees improve their understanding of and skill in the forms of communication most critical to their growth and success on the job. An introduction to interpersonal organizational communication theory is presented.

**CUL 151 INTRODUCTION TO FOODS**

Hours: 150 Credits: 12

Prerequisite(s): None

A course designed as an introduction to the food service industry. Emphasis will be put on fundamentals, which will acquaint the student with a basic knowledge of foods, their classifications, specifications cooking methods, and preparations, along with safety, sanitation, personal hygiene, nutrition and terminology.

**CUL 152 FOOD PRODUCTION AND DEMONSTRATION**

Hours: 100 Credits: 3

Prerequisite(s): None

A lab course designed to provide the student with hands-on preparation of food items, the use of equipment, and its maintenance as it pertains to Introduction to Foods.

**CUL 156 DINING ROOM PROCEDURES**

Hours: 100 Credits: 4

Prerequisite(s): CUL 151, CUL 152

A course designed to provide the student with an introduction to the basic foundations of dining room service and protocol. These techniques are practiced by the students in the dining room using various types of service; also included is instruction of personal hygiene, mathematics, and basic culinary terminology that is related to dining room service.

**CUL 157 PANTRY**

Hours: 100 Credits: 4

Prerequisite(s): CUL 151, CUL 152

A course designed to cover the identification of a large variety of fresh greens, vegetables, and fruits, their general and specific use, standards of quality, preparation and presentation. Also covered will be salad dressings, cold sauces, appetizers, finger sandwiches, pates, gelatines, mousses, as well as banquet and buffet presentation.

**CUL 158 SHORT ORDER COOKING**

Hours: 100 Credits: 4

Prerequisite(s): CUL 151, CUL 152

This course is designed to provide the student with hands-on experience in all facets of short order cookery. Emphasis will be placed on coordination, speed, presentation, and basic food preparations as well as cooking methods.

**CUL 160 STOCKS, SOUPS, AND SAUCES**

Hours: 100 Credits: 4

Prerequisite(s): CUL 151, CUL 152

A course designed to provide the student with hands-on experience preparing the basic stocks, soups, sauces, glazes, thickening agents, and garnishes.

**CUL 161 MEATS AND VEGETABLES**

Hours: 100 Credits: 4

Prerequisite(s): CUL 151, CUL 152

A course designed to provide the student with hands-on experiences with the fundamental cooking methods, preparation, presentation, and storage of meats, fish, and vegetables.

**CUL 162 STOREROOM PROCEDURES**

Hours: 100 Credits: 4

Prerequisite(s): CUL 151, CUL 152

A course designed to acquaint the student with various storeroom functions and procedures as they relate to the kitchen and management controls.

**CUL 165 BAKESHOP**

Hours: 250 Credits: 11

Prerequisite(s): MAT 153

This course is designed to give the student hands-on experience in basic bakery procedures. Emphasis is placed on product and ingredient knowledge, mixing methods, basic preparations, ratios, times, and temperatures, along with cooking methods and presentation.

**CUL 270 PURCHASING PROCEDURES AND COST CONTROLS**

Hours: 100 Credits: 5

Prerequisite(s): Dinner/First Cook Requirements

A course designed to provide the student with the principles and practices concerning the purchasing of foods, supplies, and materials; based on the methods of buying, specification, determining needs, and availability.

**CUL 271 MENU LAYOUT, DESIGN, AND ANALYSIS**

Hours: 100 Credits: 5

Prerequisite(s): Dinner/First Cook Requirements

A course designed to provide the student with the techniques and knowledge to develop menus that will be compatible with the various types of food establishments. Also covered will be the layout which includes physical characteristics, merchandising, appearance, and promotional value. Emphasis is placed on the menu being the foundation for the facility design.

**CUL 272 SANITATION MANAGEMENT**

Hours: 30 Credits: 3

Prerequisite(s): Dinner/First Cook Requirements

A course designed to provide the student with the principles and practices of sanitation in the food industry. Emphasis will be put on management responsibilities, including food, people, the microworld, contamination and infection, pests and vermin, facility cleanliness and the training of employees.

**CUL 280 SUPERVISORY TECHNIQUES**

Hours: 150 Credits: 9

Prerequisite(s): Dinner/First Cook Requirements

A course designed to expose the student with the duties and responsibilities of a supervisor as they pertain to the food service industry. Included will be communication, organization, planning, staffing, directing, and controlling skills.

**CUL 290 PROFESSIONAL MEAT CUTTING**

Hours: 30 Credits: 2

Prerequisite(s): None

This course is designed to give the student the knowledge, ability, and understanding of meat fabrication. Emphasis will be on meat identification, specifications, cutting, and utilization.

**CUL 295 NUTRITION**

Hours: 30 Credits: 3

Prerequisite(s): None

The study of nutrition as it pertains to the food service industry. Emphasis will be placed on the six nutrients, their sources, functions, and cooking methods that retain maximum nutritional values.

**DRT 144 DRIVE TRAINS**

Hours: 100 Credits: 6

Prerequisite(s): None

Classroom and shop instruction on drive train components used in light and heavy duty trucks, and other equipment. Units covered include clutches, manual transmissions, torque converters, power shift transmissions, differentials, and final drives.

**DRT 146 CHASSIS**

Hours: 100 Credits: 6

Prerequisite(s): None

Classroom and shop instruction on chassis components used in light and heavy duty trucks, and other equipment. Units covered include suspension systems, steering, brakes, crawler tractor undercarriages, and articulated loader frame construction.

**ELE 101 DIRECT CURRENT THEORY**

Hours: 100 Credits: 7

Prerequisite(s): None

A study of current flow, direct current circuits and concepts of power. The course presents work with magnetic circuits and introduces time varying currents. Standard circuit theorems are introduced along with various methods of circuit analysis and problem solving. This course utilizes mathematic tools as they are developed in the mathematics course. Laboratory work to reinforce the course materials is included.

**ELE 102 ALTERNATING CURRENT THEORY**

Hours: 100 Credits: 7

Prerequisite(s): ELE 101

A thorough analysis of current flow, voltage and the effects of both the resistive and reactive components in alternating current circuits. Laboratory work to reinforce the course material is included.

**ELE 103 SEMICONDUCTOR CIRCUITS I**

Hours: 100 Credits: 7

Prerequisite(s): ELE 102

An in-depth coverage of diode, bipolar transistors and field effect transistor circuits that are used in modern electronics applications. Laboratory work to reinforce the course material is included.

**ELE 106 LOGIC AND SEMICONDUCTOR SWITCHING CIRCUITS**

Hours: 50 Credits: 5

Prerequisite(s): ELE 102

A study of Boolean algebra, binary numbers, binary codes, and the analysis of the basic components and circuits used in semiconductor switching.

**ELE 205 SEMICONDUCTOR CIRCUITS II**

Hours: 100 Credits: 7

Prerequisite(s): ELE 103

The study and analysis of the components and circuits used in semiconductor electronics. Laboratory work to reinforce the course materials is included.

**ELE 225 MICROCOMPUTER PROGRAMMING I**

Hours: 50 Credits: 3

Prerequisite(s): None

A course in planning, formatting, and writing programs in BASIC computer language.

**ELE 226 MICROCOMPUTER PROGRAMMING II**

Hours: 50 Credits: 3

Prerequisite(s): ELE 225

A continuation of ELE 225, including file management systems and advanced techniques of BASIC.

**ELE 227 COMPUTER FUNDAMENTALS**

Hours: 100 Credits: 7

Prerequisite(s): ELE 103

The course covers I<sup>2</sup>L, TTL and SOS circuits, memories, charge coupled devices and microprocessors, along with combinational and sequential circuits, MOS and linear circuits.

**ELE 228 INSTRUMENTATION I**

Hours: 100 Credits: 7

Prerequisite(s): ELE 205

This course is a "hands-on" course in basic electrical measurement. It uses the equipment normally found in any electrical-electronic shop area. It teaches measurement skills, as well as theory.

**ELE 229 INSTRUMENTATION II**

Hours: 100 Credits: 7

Prerequisite(s): ELE 228

A study of industrial measuring and process control instrumentation.

**ELE 232 MICROPROCESSORS I**

Hours: 100 Credits: 7

Prerequisite(s): ELE 227

Covers the complexities and power of machine language programming, hardware input/output interfacing and microprocessor operation and design applications. The course is complemented with an individual student trainer utilizing a 6800 microprocessor.

**ELE 233 MICROPROCESSORS II**

Hours: 100 Credits: 7

Prerequisite(s): ELE 232

A continuation of ELE 232 covering the complexities and power of machine language programming, hardware input/output interfacing and microprocessor and design applications. The course is complemented with an individual trainer, utilizing a 6800 microprocessor.

**ELE 234 AUTOMATIC CONTROL I**

Hours: 50 Credits: 5

Prerequisite(s): ELE 227

A study of the automatic control of industrial machines and industrial processes. The servomechanism is used as a representative control system. Laboratory work to reinforce the course material is included.

**ELE 235 AUTOMATIC CONTROL II**

Hours: 50 Credits: 5

Prerequisite(s): ELE 234

A study of the automatic control of industrial machines and industrial processes. The servomechanism is used as a representative control system. Laboratory work to reinforce the course materials is included.

**ELE 270 ELECTRONIC COMMUNICATIONS**

Hours: 50 Credits: 5

Prerequisite(s): None

An introductory course designed to help the student, with further self-study of electronic communications theory and FCC Regulations, to pass the general radiotelephone operators certificate examination.

**GEN 060 PREVOCATIONAL STUDY SKILLS**

Hours: 50 Credits: 0

Prerequisite(s): None

A presentation of the skills needed to be developed by the student for successful study. Course includes an overview of study management study reading, note-taking skills, listening skills, memory utilization, and test-taking techniques.

**GEN 070 PREVOCATIONAL SELF-ASSESSMENT AND CAREER COUNSELING**

Hours: 50 Credits: 0

Prerequisite(s): None

A course providing individual and group counseling sessions dealing with school related problems and the forming of realistic occupational goals. Attitudes, aptitudes, interests, values, and alternatives to existing career goals will be explored. Student achievement in other prevocational courses is reviewed and discussed weekly to give the student a measure of his/her individual progress.

**GEN 115 HUMAN RELATIONS**

Hours: 25 Credits: 2

Prerequisite(s): None

Analyzing and solving "people-caused" problems. Understanding oneself and relating to others on the job and socially.

**GEN 116 JOB PREPARATION**

Hours: 25 Credits: 2

Prerequisite(s): None

This course is designed to assist the student in acquiring the skills needed to locate, obtain, and retain a job. Topics covered include identification of transferable skills and employment values, designing and creating contemporary resumes and letters, completing job applications, and interview techniques.

**HYD 125 HYDRAULICS**

Hours: 100 Credits: 6

Prerequisite(s): None

Concentrates on the theory and application of hydraulics relative to mobile construction equipment. Covers the principles and use of the four types of valves and their use along with system maintenance, troubleshooting, and repair.

**MAC 114 MACHINE SHOP**

Hours: 50 Credits: 2

Prerequisite(s): None

Instruction in the safe use of hand tools, the drill press, horizontal and vertical band saws and metal lathe. Instruction in drills and drilling, threading, basic lathe, fasteners, taps and dies, and abrasives.

**MAC 115 MACHINE SHOP**

Hours: 50 Credits: 2

Prerequisite(s): None

Covers the care and use of hand tools and machines used in engine repair, including units on fasteners, threads and threading, drills and drilling, basic lathe operations, basic milling machine operation, and files and filing.

**MAC 135 MACHINE SHOP**

Hours: 100 Credits: 3

Prerequisite(s): None

The safe use of hand tools and machine tools used in equipment repair, including units on fasteners, threads and threading, drills and drilling, files and filing, basic lathe operation, and basic milling machine operation.

**MAT 050 PREVOCATIONAL MATH**

Hours: 50 Credits: 0

Prerequisite(s): None

A course designed to introduce, review, and/or develop fundamental mathematical concepts. The concepts required by specific programs vary according to entry-level requirements and successful program completion.

**MAT 101 APPLIED MATH**

Hours: 25 Credits: 2

Prerequisite(s): None

A course designed to provide an introduction and/or review of mathematical concepts needed for successful completion of specialized math courses within individual programs. Topics include fractions, decimals, percents, ratios, proportions, metrics and basic formulas.

**MAT 102 CALCULATORS IN BUSINESS**

Hours: 50 Credits: 3

Prerequisite(s): MAT 101

Calculators in Business is the study and practice of electronic printing and display calculators and their applications to business mathematics. The student will learn basic machine operations including the touch method, metrics, purchasing and price merchandise, payroll, taxes, and insurance, financial statements and accounting practices, simple and compound interest, bank records, and credit. These machine and business math skills are an essential component in today's office.

**MAT 107 MATH I**

Hours: 100 Credits: 7

Prerequisite(s): None

An integrated treatment of mathematical topics on algebra and trigonometry found necessary for a sound mathematical background for the technician. Numerous applications for technical fields have been included to indicate how and where mathematical techniques are used.

**MAT 108 MATH II**

Hours: 100 Credits: 7

Prerequisite(s): MAT 107

A continuation of Math I: is an integrated treatment of mathematical topics in algebra and trigonometry found necessary for a sound mathematical background for the technician. Numerous applications for technical fields have been included to indicate how and where mathematical techniques are used.

**MAT 109 MATH III**

Hours: 100 Credits: 7

Prerequisite(s): MAT 108

An applied mathematics course in basic analytic geometry, differentiation and integration of algebraic and elementary transcendental functions.

**MAT 120 TRADE MATH**

Hours: 50 Credits: 5

Prerequisite(s): None

The basic mathematical functions of whole numbers, fractions, and decimals; basic operations with percents; applied geometry, perimeter, area, volume, capacity, ratios, proportions, and basic algebra.

**MAT 122 MATH FOR NURSING**

Hours: 50 Credits: 3

Prerequisite(s): None

A review of fractions, decimals, ratios and proportions followed by a study of apothecary, household and metric conversion factors and application of these in accurately solving dosage problems enabling safe administration of oral medicines and injectable drugs.

**MAT 133 MERCHANDISE MATH I**

Hours: 50 Credits: 2

Prerequisite(s): None

An understanding of the mathematical concepts of retailing with a careful investigation of markup and an explanation of how it is inter-related with sales and expenses in yielding a profit.

**MAT 134 MERCHANDISE MATH II**

Hours: 50 Credits: 3

Prerequisite(s): MAT 133

Designed for those who plan careers in retailing and will hold such jobs as assistant buyers, buyers, fashion coordinators, assistant store managers, department managers, and general managers. The performance of these jobs in retailing requires not only a command of the fundamentals of mathematics but also an ability to apply these fundamentals when solving specific merchandising problems.

**MAT 153 FOOD SERVICE MATH**

Hours: 50 Credits: 4

Prerequisite(s): None

A course designed especially for those enrolled in Commercial Food Preparation programs. Participants work with basic mathematical processes, including decimals, percents, ratios, and proportions relative to menus, portions, and production costs.

**MAT 166 BUSINESS MATH**

Hours: 50 Credits: 5

Prerequisite(s): MAT 153

The course is intended for those students entering Food Production Management or planning careers in allied fields. Special emphasis is placed on the costs of doing business, including food, labor, space, and utilities. The student learns how to prepare budgets and profit and loss statements.

**NUR 115 NUTRITION**

Hours: 25 Credits: 2

Prerequisite(s): None

The study of nutritional needs in health and disease with special emphasis on the nutrients, their sources and functions.

**NUR 203 CONDITIONS OF ILLNESS**

Hours: 100 Credits: 9

Prerequisite(s): Quarter One Courses

A study of specific disorders affecting major body systems, commonly used therapeutic measures, and specific nursing care of the individual patient. Utilization of the components of the nursing process in the delivery of care is emphasized. Major conceptual themes include the view of nursing as a combination of nurturing and supportive activities which focus on motivation of the patient's inner resources as he/she adapts to a health crisis.

**NUR 230 NURSING NEEDS OF PEOPLE IN ILLNESS I**

Hours: 125 Credits: 8

Prerequisite(s): None

Basic nursing procedures used in caring for the mental, physical and emotional needs of the person who is ill.

**NUR 231 NURSING NEEDS OF PEOPLE IN ILLNESS II**

Hours: 75 Credits: 4

Prerequisite(s): PN Quarter One Courses

This course is designed to enable the student who successfully completes to safely perform the complex nursing procedures required of the practical nurse.

**NUR 235 DRUGS AND THEIR ADMINISTRATION**

Hours: 75 Credits: 6

Prerequisite(s): PN Quarter One Courses

This course is designed to enable the student to administer medications safely, precisely, and knowledgeably with regard to significant physiologic factors. To achieve this goal, the correlation of pharmacologic action and nursing responsibilities is emphasized. The uniqueness of each patient and his disorder is also emphasized.

**NUR 240 CARE OF MOTHER AND NEWBORN**

Hours: 25 Credits: 2

Prerequisite(s): PN Quarter One Courses

Study of the prenatal, labor, delivery, and postpartum needs of the pregnant woman, and the needs of the newborn.

**NUR 245 CARE OF CHILDREN**

Hours: 25 Credits: 2

Prerequisite(s): PN Quarter One Courses

Study of the physical and psychological growth and development of children, preventive pediatrics and major abnormalities and diseases of children.

**NUR 291 CLINICAL EXPERIENCE I**

Hours: 350 Credits: 12

Prerequisite(s): PN Quarter One and Two Courses

Clinical experience provides for the application of skills and knowledge learned in the classroom to the medical-surgical, orthopedic, oncology and obstetric clinical areas.

**NUR 292 CLINICAL EXPERIENCE II**

Hours: 250 Credits: 12

Prerequisite(s): PN Quarter One, Two, and Three Courses

Clinical experience provides for the applications of skills and knowledge learned in the classroom and NUR 291 to geriatric nursing, pediatrics, obstetrics and the psychiatric patient, as well as in other specialized areas such as the doctor's office, emergency room, recovery room, and extended care facility.

**OPE 104 BASIC SURVEYING**

Hours: 100 Credits: 5

Prerequisite(s): None

Instruction is given in the basic principles of surveying, and the use of surveying equipment such as level rods, engineers levels, and transits. Students will participate in classroom discussion and field activities designed to promote an understanding of basic principles.

**OPE 105 APPLIED SURVEYING**

Hours: 50 Credits: 3

Prerequisite(s): MAT 104

Plan layouts, earthwork surveys, and field operations with transits, and other surveying tools. Classroom and field assignments designed to enhance basic surveying skills, with emphasis upon surveying in the construction industries.

**OPE 106 SAFETY AND BASIC CONTROLS**

Hours: 75 Credits: 2

Prerequisite(s): None

Orientation to the basic safe operation and control of crawler tractors, scrapers, front end loaders, motor graders, backhoes, trucks and other heavy equipment units. Sufficient time will be allowed for the development of proper operating techniques.

**OPE 107 OPERATIONAL SKILL BUILDING**

Hours: 75 Credits: 2

Prerequisite(s): Concurrent with OPE 106

Advancement of basic skills in a more meaningful job-type situation. Programs in the proper operation and understanding of the heavy equipment will be pursued.

**OPE 108 JOB SIMULATION**

Hours: 300 Credits: 9

Prerequisite(s): OPE 106, OPE 107

Incorporates all learned skills into industry entry-level, job-type situations. Advanced equipment usage, problem definition and resolution and project-type earthmoving assignments, using knowledge of earthmoving fundamentals, equipment utilization, and safety regulations. Program may allow participation in cooperative project efforts within the community.

**OPE 113 SERVICE AND MAINTENANCE**

Hours: 50 Credits: 3

Prerequisite(s): None

Discussion of the different types of lubricants and their applications, and scheduled and preventative maintenance procedures. Students will participate in activities designed to create awareness of the importance of proper lubrication. Also included will be a study of safety procedures and regulations and first aid.

**OPE 117 ADVANCED SERVICE AND MAINTENANCE**

Hours: 100 Credits: 3

Prerequisite(s): OPE 113

An investigation of the basic principles of diesel engines, power trains, undercarriages, and other heavy equipment components. Students will participate in shop activities designed to impart basic mechanical skills, as well as to prepare equipment for field activities.

**OPE 128 INDUSTRY AND SPECIAL EQUIPMENT**

Hours: 100 Credits: 7

Prerequisite(s): None

Discussion of the various industries in which the students may be employed, and the different types of equipment and equipment applications they will be required to understand. Various earthmoving principles will also be studied.

**PWR 101 PRINCIPLES OF SMALL ENGINES**

Hours: 50 Credits: 5

Prerequisite(s): None

The principles of two- and four-stroke cycle operation through lectures, demonstrations, and engine disassembly and reassembly.

**PWR 105 ELECTRICAL SYSTEMS**

Hours: 100 Credits: 6

Prerequisite(s): None

A study of electrical theory, electrical components and systems. Areas covered include resistance, circuits, theory of magnetism, storage batteries, starting systems, charging systems, ignition systems, and gauges.

**PWR 107 ELECTRICAL SYSTEMS**

Hours: 100 Credits: 8

Prerequisite(s): None

A study of electrical systems, their components and the testing of these components as used on small engine applications.

**PWR 130 FUELS, LUBRICANTS, AND CARBURETION**

Hours: 50 Credits: 4

Prerequisite(s): None

A study of the selection of fuels and lubricants and the principles, repair, and adjustments of small engines fuel systems.

**PWR 140 PRINCIPLES OF ENGINES**

Hours: 200 Credits: 10

Prerequisite(s): None

Gives students experience in aspects of diesel engine rebuilding, maintenance, and in use of shop tools used in engine rebuilding.

**PWR 142 FUELS, CARBURETION, AND FUEL SYSTEMS**

Hours: 100 Credits: 6

Prerequisite(s): PWR 140

Designed to give the student basic knowledge of carburetion principles. Student will know the difference between the four major types of injection systems, principles in which they operate, and be able to make field adjustments, tune-ups and trouble-shoot.

**PWR 150 TROUBLESHOOTING AND TUNE-UP**

Hours: 100 Credits: 5

Prerequisite(s): PWR 141

Instruction and demonstration involving tune-up and troubleshooting 2-stroke and 4-stroke cycle engines and related components.

**PWR 170 ENGINE SERVICE I**

Hours: 150 Credits: 5

Prerequisite(s): None

Students will disassemble and reassemble two- and four-stroke cycle engines under simulated shop conditions.

**PWR 171 ENGINE SERVICE II**

Hours: 200 Credits: 6

Prerequisite(s): PWR 170

Minor and major work on small engines and power trains with special emphasis on snowmobiles, chain saws, and garden tractor transmissions.

**PWR 172 ENGINE SERVICE III**

Hours: 150 Credits: 5

Prerequisite(s): PWR 171

Minor and major repair work on small engines and power trains with special emphasis on motorcycles and outboard motors.

**RES 121 MEDICAL TERMINOLOGY**

Hours: 25 Credits: 2

Prerequisite(s): None

A study of the language of medicine, terms specifically relating to body systems, and abbreviations.

**RES 129 NURSING SKILLS**

Hours: 50 Credits: 3

Prerequisite(s): None

A course designed to introduce students to and help them develop the nursing-related knowledge and skills for such procedures as taking vital signs, patient safety, charting, masking, gowning and gloving as it applies to suctioning and isolation. Various communication techniques will also be covered.

**RES 130 PRECLINICAL INSTRUCTION**

Hours: 150 Credits: 10

Prerequisite(s): None

An orientation to respiratory therapy along with a comprehensive study of the equipment utilized in this specialty. Students are given the opportunity to develop the necessary skills to operate safely and correctly such entities as oxygen regulating and delivery devices humidity and aerosol devices, ultrasonic devices, suction devices, bedside spirometry devices, IPPB machines, and volume ventilators.

**RES 140 CLINICAL TOPICS I**

Hours: 20 Credits: 2

Prerequisite(s): None

Knowledge of laboratory medicine that will aid students in the clinical evaluation and interpretation of laboratory data. The students learn the rationale behind each test and how to use the information in their clinical practice.

**RES 191 CLINICAL EXPERIENCE I**

Hours: 190 Credits: 6

Prerequisite(s): Successful completion of first quarter courses

Application in clinical areas of knowledge and skills learned in the classroom.

**RES 192 CLINICAL EXPERIENCE II**

Hours: 270 Credits: 9

Prerequisite(s): RES 191

Application in clinical areas of knowledge and skills learned in the classroom.

**RES 195 RESPIRATORY LABORATORY I**

Hours: 50 Credits: 2

Prerequisite(s): RES 130

Application in a laboratory setting of skills learned in the classroom and to be mastered in Clinical Experience I.

**RES 197 RESPIRATORY LABORATORY II**

Hours: 50 Credits: 2

Prerequisite(s): RES 195

Application in a laboratory setting of skills learned in the classroom and to be mastered in Clinical Experience II.

**RES 202 RESPIRATORY PHYSIOLOGY**

Hours: 40 Credits: 4

Prerequisite(s): None

Presents the student with a concise and in-depth picture of cardiopulmonary-renal anatomy and physiology. Fundamental principles are stressed along with applications to the clinical practice of medicine.

**RES 225 PHARMACOLOGY**

Hours: 40 Credits: 4

Prerequisite(s): None

To orient the student to the vast array of pharmaceutical products available for therapeutic and diagnostic uses. Emphasis is placed on the areas of pharmacology, special precautions, adverse effects and clinical guidelines.

**RES 231 CLINICAL INSTRUCTION I**

Hours: 20 Credits: 2

Prerequisite(s): RES 130

Further study of the respiratory system and associated diseases, applying the procedures used in treating such in a clinical situation.

**RES 232 CLINICAL INSTRUCTION II**

Hours: 20 Credits: 2

Prerequisite(s): RES 231

A continuation of RES 231—further study of the respiratory system and associated diseases, applying the procedures used in treating such in a clinical situation.

**RES 233 CLINICAL INSTRUCTION III**

Hours: 20 Credits: 2

Prerequisite(s): RES 232

A continuation of RES 232—further study of the respiratory system and associated diseases, applying the procedures used in treating such in a clinical situation.

**RES 241 CLINICAL TOPICS II**

Hours: 20 Credits: 2

Prerequisite(s): RES 140

A study of noninvasive cardiology and cardiovascular monitoring along with perinatal and pediatric respiratory care. Anesthesiology and aspects of surgery that are pertinent to respiratory therapy are covered. Students will also be expected to write and report on case studies assigned as well as research and report on individually assigned topics.

**RES 242 CLINICAL TOPICS III**

Hours: 30 Credits: 3

Prerequisite(s): RES 241

A detailed look at all the ramifications of pulmonary rehabilitation, home care, and pulmonary functions. Organization and administration of respiratory therapy departments will be covered. A comprehensive review of respiratory therapy in which the students will be required to teach a class on an assigned topic.

**RES 293 CLINICAL EXPERIENCE III**

Hours: 320 Credits: 10

Prerequisite(s): RES 192

Application in clinical areas of knowledge and skills learned in the classroom.

**SCI 101 BASIC SCIENCE**

Hours: 100 Credits: 7

Prerequisite(s): None

A brief outline of basic chemistry, basic microbiology, structure of cells, tissues and membranes; body plan anatomy and physiology.

**SCI 120 PHYSICS I**

Hours: 50 Credits: 5

Prerequisite(s): Concurrent with MAT 107

An introduction to the scope and terminology of Physics. Included is a review of the different measurement systems and a summary of the mathematical techniques of vector algebra. Forces and the laws of motion complete the introduction to a basic three quarter course in general physics. Laboratory work to reinforce the course material is included.

**SCI 121 PHYSICS II**

Hours: 50 Credits: 5

Prerequisite(s): SCI 120

Mechanics—a study of the motion of objects and the forces that produce changes in motion. Also included, thermodynamics, which is the theory of heat superimposed on the theory of mechanics. Laboratory work to reinforce the course material is included.

**SCI 122 PHYSICS III**

Hours: 50 Credits: 5

Prerequisite(s): SCI 121

A study of wave phenomena, including both mechanical waves and electromagnetic waves. The topics will be wave motion, sound and optics. Laboratory work to reinforce the course materials is included.

**SEC 105 FILING**

Hours: 50 Credits: 3

Prerequisite(s): None

Instruction in the safe and systematic arrangement and storage of materials so they can be located quickly and easily. Emphasis is placed upon a thorough knowledge of the rules for alphabetic filing with additional practice in geographic, numeric, and subject filing. Charge-out, transfer, and storage controls are covered; micrographics and equipment are discussed.

**SEC 112 WORD PROCESSING I**

Hours: 25 Credits: 1

Prerequisite(s): BDP 101

Word Processing I is a word processing package utilizing direct screen editing through the terminal edit keys, immediate display of formatted text, and clear diagnostics for error conditions. Emphasis on a thorough understanding of CRT operation, as well as speed and accuracy.

**SEC 113 WORD PROCESSING II**

Hours: 25 Credits: 1

Prerequisite(s): SEC 112

Word Processing II is a command-driven text processing system used to create, modify, and format text files for printing a variety of documents. Emphasis is placed on basic understanding of the capabilities and uses for these TDP (Text and Document Processor) commands as they may be applied in business.

**SEC 114 KEYBOARD TYPING**

Hours: 50 Credits: 2

Prerequisite(s): None

This course is designed to teach the basic operation of a typewriter, the complete alphabet, number and symbol keyboard, basic centering, and build speed and accuracy on paragraph material, also care and cleaning of the typewriter and set up of short business letters.

**SEC 115 TYPING I**

Hours: 50 Credits: 3

Prerequisite(s): SEC 114

Typing I consists of 50 hours of classroom work. Ten hours of classroom time is devoted to drills and timings. The course includes the following: care and operation of the typewriter; alphabetic and number drills; basic letters, tables, manuscripts, and forms; corrections; and multiple copies.

**SEC 116 TYPING II**

Hours: 50 Credits: 3

Prerequisite(s): SEC 115

Typing II consists of 50 hours of classroom work. Ten hours of classroom time is devoted to drills and timings. The course includes the following: various types and formats for different business forms; manuscripts; rules and boxed tables; financial statements; letters; emphasis on building higher speed and accuracy.

**SEC 120 MACHINE TRANSCRIPTION I**

Hours: 50 Credits: 2

Prerequisite(s): SEC 115

Develops the techniques of accurate and fast typewritten transcription from pre-dictated cassette tapes. Increases competency in spelling, grammar, and punctuation.

**SEC 125 TRANSCRIPTION/TEXT EDITING**

Hours: 25 Credits: 1

Prerequisite(s): SEC 120

This course will emphasize the necessity for rapid and accurate transcription of taped material using a computer terminal as an input device. Students will be making formatting and printing decisions to fit various types of business correspondence.

**SEC 140 SHORTHAND**

Hours: 50 Credits: 5

Prerequisite(s): None

Gregg shorthand is presented in 48 lessons. Students learn the alphabet, brief forms, and practice good shorthand penmanship. Letters are dictated, and transcription techniques are introduced.

**SEC 141 STENOGRAPHY I**

Hours: 50 Credits: 4

Prerequisite(s): SEC 140

Application of Gregg Shorthand theory. Introduction to transcription skills. Individualized daily lessons and speed tapes with instructor supervision allow student to progress as rapidly as ability permits.

**SEC 142 STENOGRAPHY II**

Hours: 50 Credits: 4

Prerequisite(s): SEC 141

Application of Gregg Shorthand theory, brief forms, and phrasing to increase ability to take dictation to faster speeds. Further re-refinement of transcription skills. Individualized daily lessons and speed tapes with instructor supervision allow student to progress as rapidly as ability permits.

**SEC 150 MEDICAL TERMINOLOGY I**

Hours: 50 Credits: 4

Prerequisite(s): None

A medical word-building systems using Greek and Latin word roots, combining forms, suffixes and prefixes for formation of common medical terms.

**SEC 151 MEDICAL TERMINOLOGY II**

Hours: 50 Credits: 4

Prerequisite(s): SEC 150; Concurrent with SEC 154

A study of the medical terminology of systems and disorders of musculoskeletal, cardiovascular, blood and blood forming organs, lymphatic, digestive, respiratory, skin and breasts. Topics include aspects of anatomy, diagnosis, systems, radiology, clinical laboratory and surgery.

**SEC 154 ANATOMY AND PHYSIOLOGY I**

Hours: 50 Credits: 4

Prerequisite(s): SEC 150; Concurrent with SEC 151

Study of human body, its systems and physiological processes, as correlated with Medical Terminology II, along with a section on cellular biology and tissues.



**SEC 156 MEDICAL TRANSCRIPTION I**

Hours: 100 Credits: 4

Prerequisite(s): SEC 115; SEC 151

Transcription of medical letters, operative reports, medical histories and other prerecorded medical dictation. Includes operation of transcribers, use of correct techniques, spelling, grammar, punctuation, format, medical vocabulary, dictionaries and reference books. A notebook of reference materials is prepared; workbook assignments are included in the course.

**SEC 161 MEDICAL OFFICE PROCEDURES I**

Hours: 50 Credits: 3

Prerequisite(s): SEC 150 or concurrent

A career study in medical office reception, telephone, appointment, and correspondence procedures. Also included is an introduction into basic assistance techniques.

**SEC 162 MEDICAL OFFICE PROCEDURES II**

Hours: 50 Credits: 3

Prerequisite(s): SEC 161

Advanced course work expanding the medical secretary career study to include hospital and dental office procedures. Focus is on transcription, billing and collecting, financial records, and medical insurance through simulated practices.

**SEC 175 OFFICE PROCEDURES**

Hours: 50 Credits: 3

Prerequisite(s): None

This course is designed to provide a comprehensive look at today's office environment and to enhance the skills and competencies necessary to enable students to succeed in the business world. Emphasis will be placed on office relationships, job success, discrimination in the work force, travel arrangements, special office tasks, mail processing, time management, general office equipment, and reprographics.

**SEC 176 MODEL OFFICE**

Hours: 50 Credits: 2

Prerequisite(s): SEC 175

A simulated office where students are given an opportunity to apply their previously learned skills in an office-like situation.

**SEC 177 LITIGATION**

Hours: 50 Credits: 4

Prerequisite(s): SEC 180

A study of civil lawsuits in the U.S. court system including pleadings, documents, briefs, and appeals, both in Montana and Federal courts.

**SEC 179 LEGAL TERMINOLOGY**

Hours: 50 Credits: 3

Prerequisite(s): None

A study of the legal vocabulary in common use in the legal profession.

**SEC 180 LEGAL OFFICE PROCEDURES**

Hours: 50 Credits: 4

Prerequisite(s): SEC 179

Course provides a working knowledge of law office procedures, including an introduction to law and the role and interaction of attorneys and legal secretaries. Emphasis will be placed on preparation of basic legal documents, reception, general clerical duties, professionalism, and ethical responsibilities.

**SEC 183 LEGAL TRANSCRIPTION I**

Hours: 100 Credits: 4

Prerequisite(s): SEC 180

This course provides students the opportunity to effectively operate transcribing equipment and develop good transcribing techniques, with competence in spelling, grammar, punctuation, and legal form while preparing a variety of legal documents.

**SEC 223 THE ELECTRONIC OFFICE**

Hours: 50 Credits: 3

Prerequisite(s): SEC 112

This course is designed to enhance student's secretarial, data entry, and word processing skills through lectures, field trips, and research involving technological advancements, current literature, telecommunications, and equipment selection. Hands-on experience will be given in electronic mail, filing, and message distribution.

**SEC 243 STENOGRAPHY III**

Hours: 100 Credits: 5

Prerequisite(s): SEC 142

Emphasis on speed-building dictation. Shorthand lab and cassette tapes allow student to progress at own rate. Transcription for mailable copy.

**SEC 252 MEDICAL TERMINOLOGY III**

Hours: 50 Credits: 4

Prerequisite(s): Concurrent with SEC 255

A detailed study of the medical terminology of urogenital systems, gynecology, obstetrics, endocrine system, neurological and psychiatric disorders, eye and ear conditions, and systemic disorders. Study includes body systems, functions, disease processes, symptomatology, surgical procedures, radiology and clinical laboratory, and selected high-frequency abbreviations and symbols.

**SEC 253 MEDICAL TERMINOLOGY IV**

Hours: 50 Credits: 5

Prerequisite(s): SEC 252

A study of the medical terminology of systemic disorders, geriatrics, oncology, anesthesiology, physical therapy and rehabilitation, nuclear medicine, laboratory medicine, and pharmacology. This is a continuation of the student's knowledge of word roots and medical terms related to the aspects of disease, surgery, treatment, diagnostic testing, and use of prescription medication, routes of administration, and categories of drugs.

**SEC 255 ANATOMY AND PHYSIOLOGY II**

Hours: 50 Credits: 4

Prerequisite(s): SEC 150; Concurrent with SEC 252

Study of the human body, its systems and physiological processes, as correlated with Medical Terminology III.

**SEC 257 MEDICAL TRANSCRIPTION II**

Hours: 100 Credits: 4

Prerequisite(s): SEC 156

Intermediate transcription with emphasis on format, and reports, with first-time mailable accuracy, and completion of medical vocabulary exercises. Timed writings for speed building.

**SEC 258 MEDICAL TRANSCRIPTION III**

Hours: 100 Credits: 4

Prerequisite(s): SEC 257

Advanced medical transcription with emphasis on speed and accuracy. Special attention to production, attitudes, style and form in medical use.

**SEC 278 REAL ESTATE**

Hours: 25 Credits: 2

Prerequisite(s): SEC 180

An introduction to Montana real estate law and to common real estate transactions in the law office, procedural aspects of financing methods are emphasized including document preparation for a typical transfer of real estate.

**SEC 284 LEGAL TRANSCRIPTION II**

Hours: 100 Credits: 4

Prerequisite(s): SEC 183

Advanced machine transcription with emphasis on legal documents and pleadings, form files, "take-in" materials, and legal citations. Students work from actual lawyer-dictated cassettes, printed legal forms, and prepare an appeal brief.

**SEC 285 FAMILY LAW**

Hours: 25 Credits: 2

Prerequisite(s): SEC 180

Covers law office secretarial tasks and duties in cases of dissolution of marriage, adoption, and guardianship.

**SEC 287 COLLECTIONS AND BANKRUPTCY**

Hours: 25 Credits: 2

Prerequisite(s): SEC 180

Basic procedures for legal secretaries in debt collection law practice. Includes study of small claims court, execution, garnishment, attachment, and bankruptcy documents.

**SEC 288 PROBATE AND WILLS**

Hours: 25 Credits: 2

Prerequisite(s): SEC 180

Study of legal secretarial duties in preparation of wills and Montana probate proceedings.

**SEC 289 CORPORATIONS AND PARTNERSHIPS**

Hours: 25 Credits: 2

Prerequisite(s): SEC 180

A legal secretary's view of Montana corporations, partnerships, business entities, and contacts with emphasis on document preparation.

**SEC 292 COOPERATIVE WORK EXPERIENCE/  
PRACTICUM**

Hours: 100 Credits: 3

Prerequisite(s): Instructor's Consent

This course attempts to bring greater relevancy to classroom instruction through alternating employment with classroom instruction. Students may or may not receive pay; their work is supervised on the job by the employer and by MVTC personnel.

**SUR 102 SAFE PATIENT CARE AND OPERATING ROOM  
TECHNIQUES**

Hours: 70 Credits: 6

Prerequisite(s): Concurrent with SUR 104

Responsibilities of the surgical technician in the circulating assistant and scrub roles and related nursing procedures.

**SUR 104 INTRODUCTION AND ORIENTATION**

Hours: 10 Credits: 1

Prerequisite(s): None

Orientation to the surgical technician occupation providing background necessary for further studies in Surgical Technology.

**SUR 105 SURGICAL PROCEDURES**

Hours: 100 Credits: 10

Prerequisite(s): SUR 102

Description of specific procedures in each specialty through the pre-operative, operative and post-operative stages.

**SUR 106 ADVANCED SURGICAL PROCEDURES**

Hours: 20 Credits: 2

Prerequisite(s): SUR 105

Description of advanced surgical procedures in specialty areas through the preoperative, operative, and postoperative stages.

**SUR 191 CLINICAL EXPERIENCE**

Hours: 20 Credits: 1

Prerequisite(s): Concurrent with SUR 102 and SUR 104

Orientation to the physical organization of the surgical suite, observing surgical procedures, and demonstrating operating room technique.

**SUR 192 CLINICAL EXPERIENCE**

Hours: 250 Credits: 8

Prerequisite(s): SUR 191

Demonstration of a safe level of practice and knowledge of surgical technique through assisting in circulating and scrub roles. Progress to first scrub on minor procedures.

**SUR 193 CLINICAL EXPERIENCE**

Hours: 330 Credits: 11

Prerequisite(s): SUR 192

Development of surgical scrub techniques through experience at various surgical facilities.

**WEL 104 WELDING METALLURGY**

Hours: 50 Credits: 5

Prerequisite(s): None

Covers the manufacture of iron and steel, along with their physical and mechanical properties. Heat treating of carbon steel and the effects of heating and cooling on low, medium, and high carbon steel when welding. Welding techniques of cast iron and alloy steels.

**WEL 105 WELDING I**

Hours: 200 Credits: 6

Prerequisite(s): None

Electric arc welding and oxyacetylene welding of low carbon steel using correct safety procedures, proper setup and rod manipulation, and proper machine adjustments to construct and weld joints of butt, lap, corner and tee design in the flat, horizontal, vertical, and overhead positions.

**WEL 106 WELDING II**

Hours: 200 Credits: 8

Prerequisite(s): WEL 105

Continuation of Welding I with SMAW. The necessary procedures and experiences needed for successful welding of plate and pipe to American Society of Mechanical Engineers specifications. Theory and practice of gas metal arc welding and gas tungsten arc welding on steel, aluminum, and stainless steel.

**WEL 107 WELDING III**

Hours: 200 Credits: 8

Prerequisite(s): WEL 106

Continuation of Welding II. Application and use of correct welding procedures utilizing the process of S.M.A.W., G.M.A.W., S.A.W. (Submerged Arc Welding) FCAW (flux core arc welding), and includes thermal cutting processes, plasma arc cutting (PAC) and air carbon arc cutting (AAC). Welding experience will be gained from welding coupons, welding projects from industry and instructor-approved student projects. Instruction will be given in correct and economic use of materials and equipment with appropriate layout and fabrication procedures.

**WEL 110 BLUEPRINT READING AND DEVELOPMENT**

Hours: 100 Credits: 5

Prerequisite(s): None

Practical experience in reading and drawing orthographic projections, interpreting dimensions, notes, scales, and welding symbols. Shop sketches of isometric projection (pictorial), also drafting sections and auxiliary views, and practical experiences with computer-aided drafting (CAD).

**WEL 111 LAYOUT**

Hours: 50 Credits: 4

Prerequisite(s): WEL 110

Encompasses layout on material of various shapes utilizing blueprints and practical layout techniques on pipe using contour markers along with review of geometric construction. Computation of appropriate costs is included.

**WEL 155 WELDING/MACHINE SHOP**

Hours: 100 Credits: 3

Prerequisite(s): None

This course is designed as an introductory experience to familiarize the student with welding processes and machining operations as they relate to the repair of heavy equipment. The course will include instruction in the care and use of hand tools, metals identification, and basic metallurgy as it relates to welding and machining.

**WEL 165 WELDING**

Hours: 100 Credits: 4

Prerequisite(s): None

The basic and intermediate processes and procedures of arc (shielded metal arc) and oxyacetylene welding are covered in the flat, horizontal and vertical positions in a variety of joint configurations. Basic use of TIG (tungsten inert gas) and MIG (metallic inert gas) processes is included. Also, instruction is given on cutting with the oxyacetylene process.



Terri Luff — Stevensville

## **STUDENT BILL OF RIGHTS RESPONSIBILITIES AND CONDUCT**

Freedom of discussion must be protected and expression of views must not be inhibited, but be within the parameters of classroom activity. The instructors have the responsibility of maintaining a classroom environment conducive to the learning of the subject, but their authority must not be used solely to suppress the expression of views contrary to their own. It is the responsibility of the students to support the instructor's efforts to assure freedom of expression and to maintain order.

Students are responsible for learning the content of any course for which they are enrolled. Instructors shall provide for the student every available opportunity for the accomplishment of this goal. Requirements of attendance, participation in classroom discussion and submission of written and laboratory or shop exercises are not inconsistent with this section.

Evaluation of student performance by instructors shall be based upon established proficiency levels. Evaluation shall under no circumstances be prejudicial or capricious. Instructors will be expected to state course content and objectives at the beginning of each term and throughout the term as need arises.

## **CAMPUS EXPRESSION**

Discussion and expression of all views within the institution shall be limited only by civil and criminal law.

Missoula Vocational Technical Center students shall have the right to be interviewed on campus by any lawful organization desiring to recruit at the institution. Missoula Vocational Technical Center students may protest against any such organization provided that protest does not interfere with any other individual's right to have such an interview, or does not interfere with the privilege of the recruiting personnel to hold said interview.

## **CAMPUS ORGANIZATION**

Organizations can be established by Missoula Vocational Technical Center students within the institution for any lawful purpose.

The institution shall make available the use of its facilities by members of the institution's community. Facilities may be assigned to Missoula Vocational Technical Center students for meetings, special programs, and for programs open to the public. Conditions may be imposed to regulate requests and to determine the appropriations for the space assigned to Missoula Vocational Technical Center students for meetings, special programs open to the public, and institution scheduled activities. Preference in assignments shall be given to programs instituted by Missoula Vocational Technical Center. The Board of Trustees shall delegate to the administration the authority for the assignment of the facilities. Physical abuse of assigned facilities shall result in demands for restitution for damages from the sponsoring party or parties.

No Missoula Vocational Technical Center student or group may use the institution's name in purporting to be representative of the institution or any of its various organizations or sections without the expressed permission of those they wish to represent.

## **CAMPUS MEDIA**

Anyone may distribute extra-curricular leaflets, posters, and pamphlets on campus with prior authorization of the director of the institution. Authorization for distribution of material shall be based solely on existing publicity guidelines and shall be neither prejudicial nor capricious.

All institution published and financed communications in which editorial comment is included shall explicitly state the source on the editorial page or in broadcast, whether student government, student body, administration or faculty.

## **STUDENT GOVERNMENT**

Student Government exists at the will of the students of Missoula Vocational Technical Center. The name of this organization is Missoula Vocational Technical Center Associated Students (MVTCAS). All students registered in post secondary occupational training programs are active members of this association.

The government and activities of the association shall be carried on through the association as a whole with a general governing body known as Student Council; special standing committees as provided for in the MVTCAS constitution; and any other associated organization that may be deemed necessary by the association. The officers of the association are president, vice president, and secretary.

All affairs and activities of MVTCAS shall be under the control and supervision of Student Council. Student Council shall be the president, vice-president, and secretary of MVTCAS; and representatives from the various MVTC occupational training programs. Elections for student government are held each fall quarter.

A faculty advisor is appointed by the Missoula Vocational Technical Center Director. MVTC students are encouraged to take an active part in student government.

## **STUDENT PARTICIPATION**

On questions of institution policy, the Board and its representatives shall utilize the advice and assistance of students. The Board alone, however, will serve as the final policy-making body. On questions of the institution's administrative regulations, the Director and his/her representatives shall utilize the advice and assistance of students. The Director alone, however, will serve as the final decision-maker.

## **STUDENT RIGHTS AND PRIVACY**

Missoula Vocational Technical Center students shall have the same rights or privacy as any other citizen and shall surrender none of these rights by becoming members of the institution's community. No inquiry shall be made into the private activities of Missoula Vocational Technical Center students away from the campus, where their behavior is subject to regulation and control by public authorities.

## **ACCESS TO STUDENT RECORDS**

The privacy and confidentiality of student records shall be preserved. Student records, supporting documents, and other student files shall be maintained only by regularly employed members of the institution's staff employed for that purpose. The proper institution officials may maintain files on each of the following:

1. Unofficial academic records (instructors)
2. Official academic records and supporting documents (Admissions and Registrar's Office)
3. Primary and secondary records of discipline proceedings (Student Services Supervisor)
4. Financial aid records (Financial Aid Office)
5. Placement records (Placement Office)

No entry shall be made on a student's official academic record, and no disciplinary or evaluative document or commentary may be placed in his/her file(s) without prior written notice to the student. Any student challenging the accuracy of an entry or the presence of any item has the right to appeal through the standard grievance procedures.

Access to their records and files is guaranteed every student, subject only to reasonable institution regulations as to time, place, and supervision. A copy of any and all of their records and files shall be made available to the student upon request, subject to a reasonable charge.

Except as required by state and federal regulations, no record may be kept in relation to any of the following matters except with the expressed written consent of the student: race; religion; political and social views; sex; membership in any organization other than honorary and professional organizations directly related to the educational process; handicap.

Most information in any student's file may not be released to anyone, except with prior written consent of the student concerned, or as stated below:

1. The institution may, without consent of the student or applicant, release information about the student or applicant to the following persons or agencies:
  - A. Teachers and other school officials with Missoula Vocational Technical Center who have a legitimate educational interest.
  - B. Authorized representatives of (1) the Comptroller General of the United States; (2) the State Superintendent of Public Instruction and his or her officers or subordinates, so long as the intended use of the data is consistent with the State Superintendent's statutory powers and responsibilities.
  - C. Agencies requiring information in connection with a student's application for receipt of financial aid.
2. Information as to whether or not a student is currently enrolled as a student at Missoula Vocational Technical Center may be made available upon verbal or written request.
3. The following data may be given any inquirer: name, program of enrollment, degrees, diplomas or certificates awarded, honors, date of completion address and telephone number. Any student wanting any or part of this information to remain confidential must inform the Admissions Office in writing.
4. Properly identified officials from federal, state and local government agencies may be given any information required under legal compulsion.

Except as required by law, no record may be preserved beyond graduation for more than one calendar year except; academic records subject to the limitations of nondisclosure, placement records, financial records on continuing obligations, disciplinary records restricted to the nature of offense and action taken.

## **STUDENT DISCIPLINE**

Personnel of Missoula Vocational Technical Center have the responsibility to provide and maintain an educational environment that is conducive to learning. This environment will be maintained not only in the classroom, but also on all MVTC premises. In addition, this environment will be maintained in all MVTC sponsored activities which are not held on MVTC premises. It is the belief of Missoula Vocational Technical Center Administration that physical and verbal abuse of any person by another is not conducive to learning, therefore, it will not be tolerated.

Other rules, regulations and policy statements published in the Missoula Vocational Technical Center catalog, brochures, and handbooks, and affiliate training facilities policy handbooks will be enforced to enhance the learning environment. Failure to abide by such regulations can result in suspension of the offending student.

## **VIOLATION OF LAW AND INSTITUTION DISCIPLINE**

The institution may institute its own proceedings against a student who violates a criminal law on campus which is also a violation of published institution regulation.

If a student is arrested, indicted for, or convicted of an off-campus violation of law, the matter shall be of no disciplinary concern to the institution unless the student is incarcerated and unable to comply with academic requirements.

The institution is concerned on behalf of the rights and best interest of all students. Law enforcement officers are asked to inquire at the administrative offices for a building administrator and proceed with his/her cooperation in contracting students. A student may request an institution official be present during questioning. At no time will an administrator allow a police officer to take a student from any MVTC building without a warrant, court order, arrest, or permission of the student.

## **STUDENT SANCTIONS**

The following sanctions may be imposed upon students and shall, ordinarily, be administered in sequence.

1. Admonition: an oral statement to a student that he/she is violating or has violated rules.
2. Warning: notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a specific period of time stated in the warning, may be cause for more severe disciplinary action.
3. Censure: a written reprimand for violation with or without stipulation regarding forfeiture of privileges, including the possibility of more severe disciplinary sanctions in the event of a violation of any institution regulation. This censure may be imposed by the Student Services Supervisor.
4. Restitution: reimbursement for damage to, or misappropriation of property with written student agreement of terms. This may take the form of appropriate service or other compensation.
5. Suspension: dismissal from the institution as set forth to the student by written notice for a definite period of time, no longer than one quarter.

6. Indefinite Suspension: dismissal from the institution as set forth to the student, by written notice, without a date established for the privilege of applying for readmission. Such application is to be reviewed and acted upon by the Student Services Supervisor.
7. Expulsion: permanent or conditional separation from the institution requires action of the Board of Trustees. Such action shall be taken on the recommendation of the Student Services Supervisor and Director and his/her representatives. The recommendation shall have been preceded by communication with the student and Student Services Supervisor. A written report shall be filed with the Student Services Supervisor stating motivation and justification for the action.

If the Student Services Supervisor and/or other designated body decides that the student(s) should be separated from the institution, it is recommended such action be taken through the Student Services Supervisor and the Director and/or his/her representatives.

Any disciplinary action may be recorded in a separate file (apart from the personal academic school file) in the office of the Student Services Supervisor. The Student Services Supervisor and/or other designated body shall have the power to delete from the student's file any or all disciplinary records. All students have the right to show cause before the Student Services Supervisor and/or other designated body as to reasons for the deletion from their files of any or all disciplinary records. Appeals for the deletion of disciplinary records are subject to the standard grievance procedure.

No sanction may be imposed for a violation of any institution rule or regulation that has not been published and been made freely available to all students.

## **GRIEVANCE PROCEDURE**

A grievance procedure has been developed and accepted as the standard procedure for all student/public complaints. The following grievance procedure should be used by those persons who feel they have a grievance.

If one has a grievance, the first step is to try to resolve it in an informal manner.

If the informal approach does not resolve the complaint, then a standard grievance form, available in the Registrar's Office, should be completed and submitted by the grievant to the Student Services Supervisor. It is hoped that the grievant will recognize that the purpose of the written grievance procedure is to resolve the complaint promptly and without the need for formal administrative or legal proceedings. The written statement should explain who was grieved; in what way; by whom; when the grievance took place; who was harmed by the grievance; who can be contacted for further information; the name, address, and telephone number of the grievant; and as much background information as possible.

If the grievance is not settled within a reasonable amount of time (fifteen school days after the receipt of the written statement) the grievant has the right to request a hearing. A committee comprised of the Director, Business Manager, and Adult Education Supervisor, or their designates, will be charged with the fair and impartial investigation and hearing of the grievance. The basic principles of due process will be adhered to during the hearing, including the rights of confrontation, cross-examination, and the presentation of witnesses necessary to develop facts pertinent to the grievance. Within fifteen school days of the request for the hearing the committee will present its findings.

If the grievant is not satisfied with the decision, the decision may be appealed to the Missoula County High School Board of Trustees and then, under the Rules of Controversy adopted by the Office of Public Instruction (ARM 10.6.101), to the County Superintendent; then, should the decision be appealed at that point, it would be to the Office of Public Instruction.

The grievant may file a complaint of discrimination at any time with either the Montana Human Rights Commission (Room C-137, Cogswell Building, Helena, MT 59620), or the Office of Civil Rights (Department of Education, Federal Office Building, Room 1194, 1960 Stout Street, Denver, Colorado 80294). The appropriate forms can be obtained by contacting the respective offices.

Retaliation and/or harassment against anyone who lodges a complaint/grievance, gives evidence and/or participates in a hearing is strictly forbidden by both state and federal laws.

## **COMMUNICATION WITH STUDENTS**

Communication with students is accomplished in a number of ways. A bulletin may be read periodically by instructors. Students are asked to respond to items in the bulletin that are applicable to them. Each building on the campus has a bulletin board where the bulletins are posted. If students miss the reading of the bulletin, they are to check these bulletin boards.

Each student has a mailbox assignment. The mailbox is the primary method of communication between the school and students. If students forget their mailbox numbers, they should check with the Admissions Office.

Messages of a personal nature will only be delivered to students in cases of serious emergencies.

## **PARKING/VEHICLE REGISTRATION**

Parking areas for students are provided near all building sites. The site at 909 South Avenue has parking for students to the south of the Administration Building. An additional parking area is provided across South Avenue by the Eagles Royal Manor. The site at 3639 South Avenue has parking for students to the east of the Trade and Technology Building. All parking areas are appropriately marked.

Vehicles must be registered, display a parking decal and be appropriately parked in the correct lot if a parking ticket is to be avoided. Parking decals are to be affixed to the front bumper of each vehicle.

Handicap parking arrangements can be made with the Business Office.

During registration, a vehicle registration form is provided for all students wishing to use Missoula Vocational Technical Center parking lots. After completing the vehicle registration form, a parking decal will be issued. Students desiring to register vehicles after registration should stop at the Business Office for the necessary vehicle registration form and parking decal.

Students parking in unauthorized lots may have their vehicles "ticketed." Such tickets are payable at the City of Missoula Parking Commission Office.

## **SMOKING/EATING**

Because of safety and health regulations, fire hazard and courtesy, smoking and eating is prohibited in classrooms, laboratories, shops and corridors. Identified smoking and eating areas are found in student lounges of the campus buildings.

## **ALCOHOL/DRUGS**

No alcoholic beverages may be brought, possessed, or consumed on campus. Persons appearing to be intoxicated are not allowed on the campus. Possession, transportation, and/or the use of any illegal drug on campus is prohibited.

## **UNPAID BILLS**

Students who owe bills to the institution for fees, fines, and other charges are not permitted to register for the succeeding quarter or secure transcripts until the obligation is paid or satisfactorily adjusted.

## **CLOTHING AND BOOKS**

There is provision for storing unnecessary clothing and books along corridor walls. It should be cautioned, however, that the method of storage does not provide security. This storage space is designed for short-term storage throughout the day. Any items remaining after the day's activities will be taken to lost and found or at the office in the Trade and Technology Building. To recover an item that has been lost, identification of that item is required in the form of a full description.

## **STUDENT ACCIDENT INSURANCE**

Students are covered by accident insurance while involved in school activities. There is no health insurance. The insurance coverage provided by the institution is for accidents only while an individual is involved in institution activities. This coverage does not apply to intramural athletics. Students not having health insurance are encouraged to obtain insurance coverage.

## FACULTY

- Absher, Robert;** Heavy Equipment Operation; B.A., 1971, University of Montana; 8 yrs. related work experience; at MVTC since 1984.
- Altenbrun, Larry;** Office Occupations; B.A., 1972, M.Ed., 1978, University of Montana; 6 yrs. related work experience; at MVTC since 1973.
- Atkin, Steven;** Resource Center Librarian; B.A., 1972, M.Ed., 1976, University of Montana; at MVTC since 1982.
- Blattner, Bruce;** General and Related Education; B.A., 1972, M.A., 1974, University of Montana; 7 yrs. related work experience; at MVTC since 1973.
- Burger, Robert;** Office Occupations/Retail and Fashion Merchandising; A.A., Dawson College; B.S., 1969, Eastern Montana College; M.S., 1971, Montana State University; Ph.D., 1980, Colorado State University; 18 yrs. related work experience; at MVTC since 1971.
- Burke, Daniel;** Financial Aid Officer; B.S., 1970, Western Montana College; M.Ed., 1984, Northern Montana College; at MVTC since 1978.
- Chase, Alfred;** Forestry Technology; A.S., 1960, University of Massachusetts; B.S., 1964, M.S., 1968, University of Montana; 14 yrs. related work experience; at MVTC since 1969.
- Couture, Charles;** Students Services Supervisor/Admissions Officer/Registrar; B.S., 1967, Western Montana College; M.A., 1969, University of Montana; at MVTC since 1969.
- Dunn, Gerald;** Heavy Equipment Mechanic; B.S., 1965, Montana State University; 6 yrs. related work experience; at MVTC since 1979.
- French, William;** Electronics Technology; A.A.S., 1975, North Seattle Community College; B.S., 1977 Western Washington State College; 7 yrs. related work experience; at MVTC since 1981.
- Gingras, Marjorie, R.N.;** Practical Nursing; B.S., 1974, University of Wisconsin; 9 yrs. related work experience; at MVTC since 1983.
- Hill, Karen, R.N.;** Practical Nursing; B.S.N., 1964, University of Nebraska; 10 yrs. related work experience; at MVTC since 1984.
- Hinricher, Carol;** Business Data Processing/Office Occupations; B.A., 1973 University of Montana; M.S., 1983, Montana State University; 3 yrs. related work experience; at MVTC since 1974.
- Jakes, Penny;** Business Data Processing/Office Occupations; B.S., 1970, Montana State University; M.Ed., 1981, University of Montana; 3 yrs. related work experience; at MVTC since 1973.
- Kiner, Patricia;** Office Occupations; 10 yrs. related work experience; at MVTC since 1969.
- Lerum, Dennis;** Director; B.S., 1966, M.S., 1966, Stout State University; Ed.D., 1984, University of Montana; at MVTC since 1967.
- Lizotte, James;** Small Engine Mechanic; B.S., 1966, M.S., 1967, Stout State University; 2 yrs. related work experience; at MVTC since 1975.
- Lory, Mary;** Adult Basic Education; B.A., 1961, Whitman College; M.Ed., 1967, University of Montana; at MVTC since 1981.
- Marko, Anthony;** Commercial Food Preparation; B.S., 1974, University of Montana; A.O.S., 1976, Culinary Institute of America; 9 yrs. related work experience; at MVTC since 1983.
- Martin, George;** Counselor; B.A., 1969, M.A., 1971, University of Montana; at MVTC since 1971.
- Martin, Susan;** Adult Basic Education; B.A., 1958, University of Montana; M.Ed., 1978, Colorado State University; at MVTC since 1968.
- McVeigh, Dorothy, R.N.;** Health Occupations; B.S., 1979, M.Ed., 1982, University of Montana; 6 yrs. related work experience; at MVTC since 1983.
- Micheletto, Vicki;** Office Occupations; B.S., 1968, Eastern Montana College; 6 yrs. related work experience; at MVTC since 1980.
- Moore, Ed;** General and Related Education; B.A., 1976, University of Montana; 9 yrs. related work experience; at MVTC since 1977.
- Morris, Carol;** Office Occupations; B.A., 1983, University of Montana; 23 yrs. related work experience; at MVTC since 1972.
- Moyer, Bruce;** Computer Center Supervisor; B.S., 1966, Eastern Oregon College; M.B.A., 1970, University of Montana; at MVTC since 1971.
- Newman, Coleen, R.N.;** Practical Nursing; B.S., 1977, Montana State University; 8 yrs. related work experience; at MVTC since 1983.
- Pattee, Bobette, R.N.;** Surgical Technology; Diploma, 1971, Jennie Edmundson School of Nursing; 4 yrs. related work experience; at MVTC since 1974.



**Paulson, John;** Placement Officer; B.S., 1971, Eastern Montana College; M.Ed., 1978, Northern Montana College; at MVTC since 1978.

**Rice, Steven;** Electronics Technology; A.D., 1969, B.S.E.E., 1973, Valparaiso Technical Institute; B.S., 1973; Ball State University; 8 yrs. related work experience; at MVTC since 1984.

**Sandell, Carl;** Adult Education Supervisor; B.A., 1968, M.Ed., 1974, University of Montana; at MVTC since 1968.

**Schimke, Thomas, M.D.;** Respiratory Therapy Technology Medical Director; M.A., 1965, University of Pennsylvania; 15 yrs. of practice; at MVTC since 1976.

**Scott, Carl;** Heavy Equipment Mechanic; 23 yrs. related work experience; at MVTC since 1984.

**Shook, Robert;** Welding Technology; B.A., 1971, University of Northern Colorado; 8 yrs. related work experience; at MVTC since 1979.

**Stocking, Lynn;** Business Data Processing/Office Occupations; B.S.; 1974, University of Montana; 5 yrs. related work experience; at MVTC since 1978.

**Sullivan, Austin;** Electronics Technology; B.A., 1949, St. John's University; M.S., 1954, Iowa State University; 9 yrs. related work experience; at MVTC since 1984.

**Surratt, Ellis;** Electronics Technology; B.S., 1971, M.S., 1972, Northern Montana College; 25 yrs. related work experience; at MVTC since 1972.

**Tabish, Rhonda;** Business Data Processing; Certificate 1974, Missoula Vocational Technical Center; 4 yrs. related work experience; at MVTC since 1981.

**Taulbee, Margaret, R.N.;** Practical Nursing; B.S., 1973, University of Wyoming; M.S. 1980, Montana State University; 6 yrs. related work experience; at MVTC since 1981.

**Taylor, James;** Business Manager; B.S., 1960, M.Ed., 1970, University of Montana; Ph.D., 1977, Colorado State University; at MVTC since 1968.

**Taylor, Marilynn;** Officer Occupations; B.S., 1971, M.S., 1973, Montana State University; 5 yrs. related work experience; at MVTC since 1975.

**Wafstet, Robert, R.R.T;** Respiratory Therapy Technology; B.S., 1972, Gonzaga University; M.S., 1974, Eastern Washington University; B.S., 1976, Rockhurst College; 4 yrs. related work experience; at MVTC since 1979.

**Wenderoth, James;** General and Related Education; B.S., 1971, East Carolina University; M.Ed., 1981, University of Montana; 1 yr. related work experience; at MVTC since 1978.

**Willis, Jerry;** Heavy Equipment Mechanic; B.S., 1972, Eastern Montana College; 13 yrs. related work experience; at MVTC since 1980.

**Woodbury, Carolyn;** Office Occupations; B.S., 1959, University of Minnesota; 3 yrs. related work experience; at MVTC since 1872.

**Wutsch, Albert;** Commercial Food Preparation; Certificate 1976, Missoula Vocational Technical Center; A.O.S., 1985, Culinary Institute of America; 5 yrs. related work experience; at MVTC since 1978.

**Yorton, Helen;** Office Occupations; B.S., 1963, M.Ed., 1981, University of Montana; 7 yrs. related work experience; at MVTC since 1970.

# NOTES

DATE DUE		

373.246 Missoula 77  
 MIS Vocational-Techn  
 8687 ical Center  
 School Catalog

RESOURCE CENTER  
 MISSOULA VO TECH CENTER  
 909 SOUTH AVE. WEST  
 MISSOULA, MT 59801



(406) 721-1330

909 South Avenue West  
Missoula, MT 59801

## PROGRAM APPLICATION

NAME \_\_\_\_\_  
Last First Middle Other Names Used

MAILING ADDRESS \_\_\_\_\_  
Street City State Zip

County Phone Social Security Number \_\_\_\_\_

BIRTH DATE \_\_\_\_\_ Are you applying as a Montana Resident? Yes \_\_\_\_\_ No \_\_\_\_\_  
Montana resident since \_\_\_\_\_

Program of study for which application is made (please specify):

PROGRAM \_\_\_\_\_

Quarter Applicant Expects to Enter:

FALL WINTER SPRING SUMMER  
☐ ☐ ☐ ☐

I HEREBY Make Application For Admission To Missoula Vocational  
Technical Center.

APPLICATION FEE: A \$10.00 fee will be required of each student  
completing this form. Include this fee with your application. You will be  
contacted by the Center in the near future to advise you of your status.

FOR YOUR PROTECTION - PLEASE DO NOT SEND CASH.

VETERANS OR OTHERS THAT MAY BE ELIGIBLE to receive financial  
aid must complete the necessary forms. Please contact the Financial  
Aid Office.

Signature \_\_\_\_\_

Accredited by Northwest Association of Schools and Colleges



## PROGRAM LOCATION

### ADMINISTRATION BUILDING

Accounting/Bookkeeping  
Computer Operator/Programmer  
Data Entry/Computer Operator  
Dinner/First Cook  
Kitchen Production Manager  
Clerk Typist  
General Secretary  
Information Processing

Legal Secretary (both options)

Medical Receptionist  
Medical Secretary  
Medical Transcriptionist

Surgical Technology

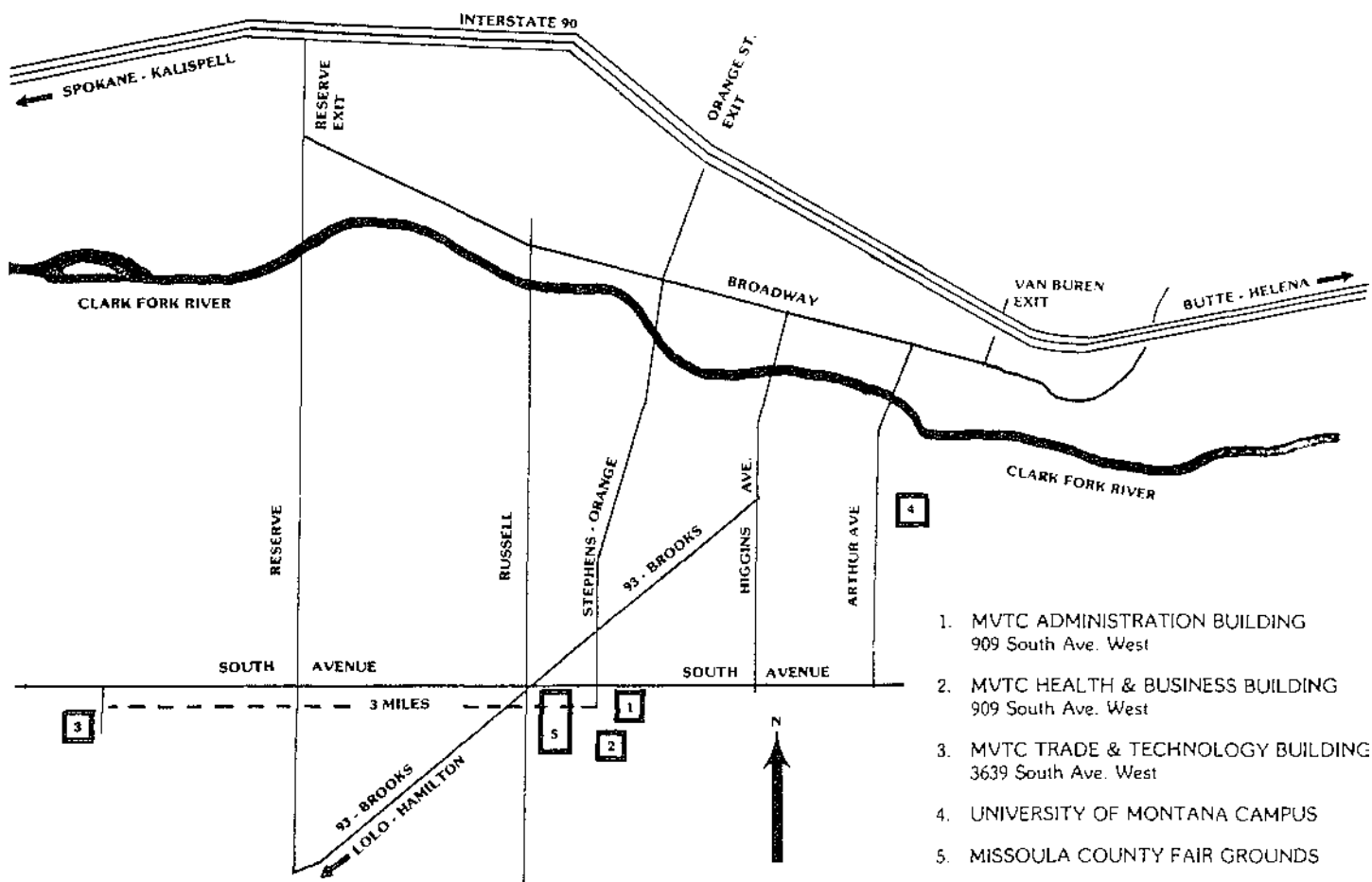
### TRADE AND TECHNOLOGY BUILDING

Combination Welding  
Electronics Technology  
Heavy Equipment Mechanic  
Heavy Equipment Operation  
Small Engine Mechanic

### HEALTH AND BUSINESS BUILDING

Fashion Merchandising  
Practical Nursing  
Respiratory Therapy Technology  
Retail Merchandising

## MISSOULA VOCATIONAL TECHNICAL CENTER LOCATION MAP





NONPROFIT  
ORGANIZATION  
U.S. POSTAGE  
**PAID**  
MISSOULA, MONT.  
PERMIT NO. 516

COLLEGE OF TECHNOLOGY



3 3342 01101 9756